**About Campbellsville University**

Founded in 1906, Campbellsville University is a private Kentucky-based Christian institution dedicated to academic excellence solidly grounded in the liberal arts. The University, located in Campbellsville, fosters personal growth, integrity and professional preparation within a caring environment, preparing students as Christian servant leaders for life-long learning, continued scholarship, and active participation in a diverse, global society.

Core values include fostering academic excellence through pre-professional certificates, associates, baccalaureate, masters and doctoral programs; providing an environment conducive for student success; upholding the dignity of all persons; valuing diverse perspectives within a Christ-centered community; and modeling servant leadership through effective stewardship.

Campbellsville University, which has been ranked in *U.S. News’* “America’s Best Colleges” for 26 consecutive years, offers its 12,391 students more than 120 programs of study including Ph.D., 47 master’s degrees, six postgraduate areas and seven pre-professional programs. Additionally there are 57 fully online academic programs, including six associate’s, eight bachelor’s and 31 master’s degrees, as well as 12 certificates/endorsements. The faculty/student radio is 14:1. Most recently, Campbellsville University opened the first and only school of Chiropractic Medicine in Kentucky, which is located in Harrodsburg at the Conover Educational Center.

The University is home to one of the most diverse student populations in Kentucky, as more than 20 percent of students identify as members of minorities or underrepresented population groups from nearly 50 countries. *U.S. News & World Report* ranked Campbellsville University in the top 10 universities in the South for international education, having the largest proportions of international undergraduate students.

Athletically Campbellsville’s 28 teams, known as the Tigers and Lady Tigers, compete in 18 NAIA – Mid-South Conference sports, winning 69 regular season and 42 conference champions as well as 21 individual and team national championships, including four in 2021-22. The University has a strong intramural program as well.

In additional to athletics being an important part of the Campbellsville campus, CU–Harrodsburg, known as the Pioneers, boasts eight teams that compete in the Midwest region of the National Christian College Athletic Association. The Pioneers have won one team national championship in 2021-22, and three additional sports compete nationally.

Campbellsville University's Campbellsville campus is located one-half mile from downtown Campbellsville, 82 miles southwest of Lexington, and 80 miles southeast of Louisville. Additionally the University has off-campus centers throughout the Commonwealth in Louisville, Harrodsburg, Hodgenville, Casey County, Owensboro, Somerset and Windsor-Ontario. In 2019, the University opened an education center in Los Angeles in a partnership with the Phillips Graduate Institute to offer a Master of Marriage and Family Therapy.

For more information about the University, visit https://www.campbellsville.edu

**About the Position**

Campbellsville University invites applications and nominations for the position of **Associate Vice President for Regional Administration to begin Summer 2023.**

Reporting directly to the Provost/Vice President for Academic Affairs and serving as a member of the President’s Cabinet, the **Associate Vice President for Regional Administration** will (a) provide leadership to regional center operations (b) effectuate operational plans and procedures that align with university wide plans and procedures (c) be responsible for assisting the Provost in planning, directing, evaluating, and developing certificate, undergraduate and graduate academic programs (e) collaborate with other divisions of the University to analyze and develop recommendations in response to evolving issues (f) and providing leadership for developing and achieving strategic initiatives.

**Qualifications**

The successful candidate will possess a depth of experience in higher education administration, and a track record of success including knowledge of enrollment, strategic planning, with an

understanding and readiness to contribute to the liberal arts mission of the institution. The ability to work effectively with diverse constituencies in a university environment should be evident.

* Graduate degree required, preferably in higher education leadership, or a related field
* Minimum of five (5) years of experience in administration
* Project management and team leadership skills are essential
* Exceptional organizational, interpersonal, written, and oral communication skills
* Experience handling sensitive issues with keen judgement, diplomacy, tact, and confidentiality
* An understanding of the importance of, and demonstrated success in, promoting diversity and inclusion among faculty, staff, and students
* Ability to work effectively and collaboratively as a member of a leadership team
* Considerable experience with college/university curricula, policies and procedures, program assessment
* Knowledge of academic support services and awareness of current trends in higher education
* Thorough knowledge of university administrative organization, policies, procedures, and practices including the principle of shared governance

Other important characteristics include a strong work ethic, competitive nature, personal integrity, emotional intelligence, a sense of humor, and a vocational call to Christian higher education. Evidence of a commitment to lifelong learning and professional growth is also required. Candidates must possess an appreciation and commitment to working in Christian higher education. Candidates must demonstrate a personal relationship with Jesus Christ. Employees of Campbellsville University must live lifestyles consistent with the University’s biblical standards of morality, temperance, stewardship, as well as membership and active participation in the faculty members’ local Christian church.

**Primary Responsibilities**

*Essential duties and responsibilities include the following. Other duties may be assigned.*

1. **University Regional Center Oversite**
   1. Develop and implement a comprehensive communication strategy with all regional centers that aligns with the University’s goals and objectives, while staying true to its Christian mission and values
   2. Provide direct leadership to regional center directors at all University regional centers to include Somerset, Harrodsburg, Liberty, Hodgenville, Louisville, Los Angeles, CA and Windsor, Canada
   3. Provide leadership to the area of university certificate programs within the Technology Training Center
   4. Coordinate academic program review and student outcomes assessment within regional centers
   5. Leadership for meeting the goals and objectives of the University’s strategic plan regarding certificate, undergraduate and graduate education within regional centers
   6. Implementation and administration of policies and regulations affecting students
   7. Oversight of processing student requests, complaints and grievances within regional centers
   8. Exercise judgement and independent initiative in bringing information and issues to the attention of the P/VPAA. Identify, anticipate, and independently resolve problems whenever possible
   9. Undertake and manage special projects as assigned by the P/VPAA
2. **Team Development**
   1. Oversee staffing and leadership development of team members
   2. Demonstrate strengths managing interpersonal communication in a team environment
   3. Provide leadership during the hiring, training, development, annual evaluation, and ongoing supervision of employees, maximizing the full potential of each team member by building upon strengths and professional growth
3. **Budget Administration**
   1. Manage operating budget for regional centers in conjunction with regional center directors
   2. Demonstrate ability to plan strategically and analyze effectively with budgeting, financial, and business acumen
   3. Partner with the Senior Leadership team and their administrative departments to analyze and forecast regional center budgetary needs
4. **Broader University Involvement**
   1. Serve as member of the President’s Cabinet and the University’s Administrative Council
   2. Serve on University committees as assigned
   3. Serve as an advocate in the community building relationships with civic leadership, religious organizations, business and corporate partnerships, and other leaders
   4. Treat members of the campus community with fairness, dignity, and respect – seeking a spirit of unity and harmony to achieve a common mission
   5. Fulfill other duties as assigned by the P/VPAA

*The individual employee is expected to conduct him or herself in a manner becoming an employee of a Christian institution, and the employee should uphold the highest standards of conduct in terms of honesty, truthfulness, respectful attitude, and conduct toward others. Each individual associated with Campbellsville University is to perform his or her daily responsibilities mindful of the intent of the institutional mission statement and core values. Employees must be able to perform the essential functions of the position with or without reasonable accommodations.*

**To apply for this position,** visit https://www.highereducationleadershipsearch.com/candidate-portal-form.

**To nominate someone for this position,** e-mail: nominations@highereducationleadershipsearch.com

**Alan Medders, Ph.D.** will be assisting the Campbellsville University with the search. If you have questions or would like to have a confidential conversation about the position, call 256-239-2305 or e-mail [alanmedders@highereducationleadershipsearch.com](mailto:alanmedders@highereducationleadershipsearch.com).

**Candidates for this position will be considered through April 7, 2023**