

POSITION ANNOUNCEMENT

POSITION: Associate Vice President
POSITION CODE: **BCAT:** 145X00
DEPARTMENT: Institutional Advancement
SALARY RANGE: Commensurate with qualifications and experience
APPLICATION DEADLINE: January 13, 2010 or until position is filled

QUALIFICATIONS:

Bachelors degree in Business, Management, Social Sciences area or a related degree with a minimum of three years professional experience required; an MBA or JD degree strongly preferred; management experience, preferably in higher education administration; ability to exercise critical human relations skills in establishing and maintaining effective working relations and in expedition of duties; capacity to manage multiple tasks on an ongoing basis; exceptional interpersonal and communication skills required; the ability to work collegially and collaboratively while representing the University with a high degree of professionalism and integrity.

ILLUSTRATIVE EXAMPLES OF WORK:

- Assists the Vice President with directing community and foundation relations, prospect identification and cultivation and gift solicitation
- Responsible for marketing, community outreach, public relations and communication, government relations, and a coordinated grants program
- Assists the Vice President with general supervision of Institutional Advancement Operations
- Responsible for direct management of Offices of University Communications, Career Services and Development
- Performs other duties, as assigned.

APPLICATION REQUIREMENTS:

Current federal law requires identification and eligibility verification prior to employment. Only U.S. citizens and aliens authorized to work in the United States may be employed. In the event a degree is required, official transcripts will be necessary upon employment. Interested candidates should submit an application and resume:

**Human Resources Management
Albany State University
504 College Drive
Albany, GA 31705**

DD: 12/18/09