

Open Position
Vice President for Academic Administration

The Adventist International Institute of Advanced Studies (AIIAS) is seeking an individual to serve full-time as the Vice President for Academic Administration

Responsibility Overview:

The Vice President for Academic Administration (VPAA) reports to the President and cooperates with the institution's officers and committees to maximize the health of the academic program in meeting the institution's mission. The VPAA provides administrative oversight of the institution's academic resources and leads the faculty in academic planning, excellence in teaching methods; program development, assessment and evaluation; educational policy development, implementation and compliance; faculty performance assessment, evaluation and development; accreditation processes; and ensures the establishment of and adherence to sound operating policies and procedures in compliance with Seventh-day Adventist Church Policies and AIIAS policies. The VPAA coordinates and supervises the work of academic support staff and of the faculty through the deans of the Graduate School and Seminary, establishing a culture of scholarship, innovation, and accountability; ensuring that AIIAS keeps the curriculum current in terms of disciplines and delivery, and to maximizing excellent academic service to students.

Key Responsibilities and Duties:

1. Regularly consult with and inform the president on academic matters
2. Inform and interact with the Board regarding academic programs and personnel
3. Develop and implement academic strategic planning
4. Develop and coordinate academic policy and practice between schools
5. Coordinate the policies and support services of Admissions and Records, AIIAS Online, the Asia-Pacific Research Center, the English Center and the Library
6. Lead and coordinate in bulletin preparation, accreditation and recognition efforts for the institution
7. Oversee institutional interactions and policy compliance with the Commission on Higher Education in the Philippines.
8. Oversee faculty recruitment and professional development (in-services, colloquia, etc.) in collaboration with the school deans
9. Support and be aware of faculty and student scholarship by presence at AIIAS academic conferences and dissertation defenses.
10. Collaborate with the quality assurance office relative to academic effectiveness
11. Nurture and encourage the academic research program and scholarship at AIIAS, and manage academic partnerships with other institutions
12. Oversee the systematic academic program reviews, involving all appropriate stakeholders
13. Represent the institution at external academic meetings.
14. Provide academic input to institutional enrollment management efforts;
15. Be present at institution-wide programs, as chosen in consultation with the President
16. Serve as administrator on duty as assigned by the President
17. Perform additional functions as assigned by the president or the Board.

Required Qualifications and Skills:

1. Is a member of the Seventh-day Adventist Church in good standing, with evidence of genuine spiritual life, active modeling of the Adventist lifestyle, and a deep interest in service and mission.
2. Holds an earned doctoral degree, with an acceptable level of scholarly activity, and has held faculty status in higher education for a minimum of 10 years.
3. Possesses the qualities and skills to serve in an academic leadership role at an Adventist institution, including experience participating in governance, policy development, bulletin preparation and accreditation work.
4. Possesses the character, integrity and profile consistent with a role in senior administration, with proven relationship-building skills and effectiveness in leading and working as part of a team.
5. Demonstrates excellent English communication skills, both verbal and written.
6. Is computer literate and is able to use a variety of technologies for communication, working with student data, and online teaching.
7. Demonstrates fiscal accountability.
8. Maintains strong professional confidentiality.
9. Provides evidence of being a lifelong learner in his/her chosen field.

Preferred Qualifications and Skills:

1. Has experience interacting with Seventh-day Adventist church administrators at a variety of levels in the organization.
2. Has experience with online teaching and learning.
3. Is willing to make a long-term commitment to work at AIIAS.

Required Work Experience

1. Has previously served in academic leadership at a Seventh-day Adventist higher education institution.
2. Has experience in working successfully with people from a variety of cultures and ethnic backgrounds.

Preferred Work Experience:

1. Has prior experience working in a Vice Presidential or Provost position.
2. Has worked in at least two different higher learning institutions.
3. Has worked successfully with people in an international setting.

Remuneration:

Remuneration will be according to the denominational wage scale at AIIAS, considering educational qualifications, professional experience, and years of service.

Classification: International Service Employee (ISE) Budget

Available: July 1, 2025 or as soon as possible thereafter

Application Process:

Please email your application letter and current curriculum vitae with 3 references and to Human Resources Department at recruitment@aiias.edu. Applications received by June 6, 2025 will receive full consideration.