Solicitation of Interest

**Deputy Provost**

Excepted Service AD-09

Initial Salary Range $141,058 to $149,802

This is a solicitation of interest to create a pool of candidates to fill an excepted service Administratively Determined position at Marine Corps University (MCU), Quantico, Virginia. The purpose of this AD-09 position is to serve as Deputy Provost, MCU.

**Job Summary**

The Deputy Provost reports directly to the Provost, MCU. As Deputy Provost, the incumbent provides advice to the Provost, as well as the President, Marine Corps University and college / school directors on all matters related to the Office of the Provost. The incumbent provides first level supervision for a staff of, at a minimum, 2 civilian employee (GS-14 and GS-12) and one Marine officer and serves as the reviewing official for 4 Marine officers. The incumbent oversees personnel actions for the Provost and serves as the Contracting Officer Representative for the Office of the Provost. The incumbent serves as Acting Provost in the Provost’s absence. This position is located in Quantico, VA.

**Major Duties and Responsibilities**

* Assists the Provost in their role as Chief Academic Officer for the University.
* Provides advice and assistance to the President, the Provost, and the MCU staff on educational, budgetary, programmatic, and policy issues.
* Provides guidance and timely staff direction on all responses to higher headquarters’ requests for information, congressional reports, university curricula data requests, and other data calls to ensure accuracy, completeness, and timeliness of responses.
* Oversees the effective execution and annual reporting of the elements of the MCU Strategic Plan for which the Provost is Goal Lead.
* Oversees the drafting and completion of all annual institutional effectiveness reporting for the various sections reporting to the Provost.
* Serves as alternate Funds Manager. Provides integration of inputs related to the Professional Development Program. This includes POM submissions, data calls, and monitoring execution.
* Provides support, coordination, and management for the Provost’s activities in relation to the university’s Board of Visitors.
* Oversees civilian personnel actions for the Provost, including re-appointments and promotions. Assists the Provost in personnel-related administration.
* Oversees the Graduate Education Program for the university.
* Serves as the Acting Provost in the Provost’s absence.
* Serves as a Contracting Officer Representative for the Provost.
* Provides oversight of Articulation Agreements between MCU and outside educational organizations.
* Serves as first level supervisor for, at a minimum, Director, Fellows Program, (GS-14), Primary Prevention Integrator (GS-12) and Marine field grade and company grade Officers as assigned by MCU. Serves as reviewing officer for 4 Marine Officers.

**Qualifications**

This position requires a mastery of professional military education programs as well as high-level educational management skills. The incumbent must possess general knowledge of Federal, DoD, Navy, and Marine Corps budget principles, practices, and processes and a familiarity with management techniques sufficient to advise on the effective and efficient use of resources. Additionally, the Deputy Provost must possess knowledge and skill in the development, oversight, and award of DoD contracting to develop and recommend the most appropriate type of contract(s). The Deputy Provost must have the ability to acquire, develop, and manage a staff and supporting resources, including planning, organizing, and delegating work, and implementing and evaluating equal employment opportunity programs.

**Key Requirements**

* Must be a U.S. citizen.
* Must possess a masters degree (terminal degree preferred) in a field related to higher education, national security, or professional military education from an institution accredited by a Department of Education recognized institutional accrediting agency.
* Able to obtain and maintain a Secret security clearance.
* Able to serve as a COR and meet all training and appointment requirements within the first 12 months of employment.
* This position requires a drug test and is subject to random testing.
* This position requires travel not to exceed 15%.

**How to Apply**

The initial term of appointment is expected to be three years. The first year of employment is probationary. Interested applicants must submit the following via email to [rebecca.johnson@usmcu.edu](mailto:rebecca.johnson@usmcu.edu), no later than August 31, 2023.

* Cover letter
* Updated CV/Resumé
* Contact information for three academic/professional references

Questions about the position can also be sent to the email address above.

The Marine Corps University is dedicated to equal opportunity, diversity, and inclusion.