Basic Functions
The Associate Provost for Undergraduate Education (APUE) and Dean of the University College develops, promotes, and coordinates programs, policies, and practices that support undergraduate student success at The University of Iowa.

The mission of the APUE and Dean is to enhance the excellence of undergraduate education at the University, working closely with collegiate deans and DEOs that have undergraduate programs. The APUE and Dean also oversees a number of units, including academic support services units and others as noted below. In addition, the APUE and Dean represents the Provost on relevant University and state committees and performs other duties as assigned by the Provost.

Reporting and Supervision
The APUE reports to the Executive Vice President and Provost and exercises functional and administrative supervision over the directors of the Office of Admissions, the Academic Advising Center, Student Financial Aid, the University Registrar, and the Pomerantz Career Center. The Dean oversees the University of Iowa Honors Program, the Office of Assessment, student success initiatives including SWAT and the Office of Retention, Army and Air Force ROTC, and the A. Craig Debate Forum. University College is the home of several certificate programs and two online degrees, the BLS and BAS. The APUE also has dotted line responsibility for the Office for Teaching, Learning and Technology and for the Associate Athletic Director for Student Services. The APUE serves as the Accreditation Liaison Officer to the Higher Learning Commission.

Required Qualifications
- Terminal degree in an academic or professional discipline. Tenured or clinical track faculty at the rank of associate professor or full professor.
- Successful experience and leadership in undergraduate education.
- Knowledge of University system and/or higher education policies, procedures, and regulations.
- Experience working with top-level collegiate and central administrators.
- Experience and success with multiple task management.
- Excellent written and oral communication skills.
- A record of demonstrating a high degree of judgment, diplomacy, and confidentiality.
  - Demonstrated commitment and sensitivity to equal opportunity and access, human rights, and to the critical role that diversity must play in all public institutions.

Desired Qualifications
- A rank of tenured or clinical track full professor at The University of Iowa.
- Administrative experience.
- Knowledge of the HLC accreditation process.

Appointment
Fiscal year, 100% appointment beginning July 1, 2014 and continuing to June 30, 2017 when a review for reappointment will be conducted.