



SEATTLE UNIVERSITY

Associate Provost and Chief of Staff
Seattle University
Seattle, WA

THE SEARCH

Seattle University (SU), a leading Jesuit Catholic institution, seeks a dedicated and strategic professional to serve as Associate Provost and Chief of Staff (COS) to the Provost. The COS will join a dynamic institution committed to ensuring a transformative education at both the undergraduate and graduate level in an urban setting and will serve as an integral member of the Office of the Provost to advance the university's ambitious goals across academic and student affairs. The COS will be a strategic partner and advisor to the Provost and provide strategic connectivity, oversight, and support between the portfolios and projects of the Provost's Office at SU.

One of 27 Jesuit universities in the United States, and a premier independent college in the Pacific Northwest, Seattle University is recognized for its undergraduate teaching and community engagement. The University enrolls approximately 4,000 undergraduates and 3,000 graduate students across seven schools and colleges and two campuses. Its 758 faculty members engage in teaching, research, and service with a clear focus on academic excellence, justice, leadership, and diversity, emphasizing the student experience of learning in all of its forms – in the classroom, on campus, and around the world. Immersed in a dynamic urban environment, Seattle University provides many opportunities for student engagement on and off campus. Seattle, a hub city for technology, health sciences, entrepreneurship, and the arts, offers students a unique laboratory for learning.

The Associate Provost and Chief of Staff will be joining Seattle University at an exciting moment. With the recent acquisition of Cornish College of the Arts and a new President joining the university later this year, the campus is poised for innovation and change. The COS will serve a long-standing Provost and act as a pivotal liaison between the Provost's and President's offices and will work collaboratively across Academic and Student Affairs to ensure strategy and cohesion across the Provost's office and its collaborating faculty and staff. The COS will bring an understanding of and appreciation for higher education, a drive to foster strategic discussions and forward institutional planning, excellent project management skills, and

an ability to diplomatically operate and build relationships with a broad range of individuals internal and external to the university.

The Associate Provost and Chief of Staff will be tasked with overseeing the following key responsibilities:

- Act as a thought partner, confidant, and strategic resource for the Provost
- Support and facilitate the work of the Provost's office and university leadership teams
- Serve as a liaison and resource between the Provost and the Board of Trustees
- Engage internal and external constituents in a meaningful and transparent manner

A list of the desired qualifications and characteristics of the Associate Provost and Chief of Staff can be found at the conclusion of this document, which was prepared with the assistance of Isaacson, Miller, a national executive search firm, to provide background information and detail the key opportunities and challenges related to the position. All confidential applications, inquiries, and nominations should be directed to the parties listed at the conclusion of this document.

SEATTLE UNIVERSITY

Founded in 1891, Seattle University is a Jesuit, Catholic university located on a vibrant and green campus of 50 acres in the dynamic heart of Seattle, WA. It is a university dedicated to offering students a holistic education that develops every facet of mind, body, and spirit defined by rigorous in-depth study, hands-on experiential learning, and emphasis on discerning reflection. From its roots as a small parish school, Seattle University has grown into the largest independent university in the Northwestern United States. Roughly 4000 undergraduate and 3000 graduate students call Seattle University home, with 37% as first-generation college students. More than half of the incoming class comes from out of state, and while there is a large population of undergraduates aged 18-22, there is a significant population of commuter and non-traditional age students as well. In 2025-2026, 98% of students received financial aid.

The University houses seven schools and colleges, each with their own highly ranked programs: the Albers School of Business and Economics; College of Arts and Sciences; College of Education; College of Nursing and Health Sciences; College of Science and Engineering; Cornish College of the Arts at Seattle University; and the School of Law. Cornish College of the Arts was acquired by Seattle University in the spring of 2025, and the work of integrating systems and experiences across the two campuses remains ongoing. More than 750 faculty (525 of whom are full-time) call Seattle University home. Students across schools and programs encounter the common values of Jesuit education. It is excellence with a purpose. It prioritizes the pursuit of knowledge, critical thinking, and intellectual curiosity as life-long endeavors to better understand and engage in a changing world. The curriculum is experiential and interdisciplinary, and the community works together to actively foster an environment where all individuals are respected, heard, and included. It is an action-oriented approach that says what you do with the knowledge you gain is just as important as acquiring it. Students, faculty, and staff are willing to use their voice and dedicate their

time to this mission, and curriculum and culture both include a dedication to a value-oriented education and way of life.

Seattle University is in the midst of the [Reigniting our Strategic Directions 2022-2027](#) strategic plan which outlines a foundation and five goals to be one of the most innovative and progressive Jesuit and Catholic universities in the world. With a foundation remaining anchored in Jesuit and Catholic character, goals focus on reimagining and revising curriculum; strengthening professional formation for all; enhancing the student experience; promoting inclusive excellence; and positioning institutional infrastructure to meet these goals. With a presidential search underway, the Vice Provost will be joining the Seattle University community at the opportune time to begin a new strategic planning process.

Seattle University is located in the vibrant First Hill neighborhood of Seattle, with the recently acquired South Lake Union campus located closer to Downtown Seattle in the South Lake Union neighborhood. The campuses, like the city in which they reside, are active, international, full of the people and professional growth that the college experience is all about.

OFFICE OF THE PROVOST

The Provost oversees the Division of Academic and Student Affairs that encompasses the university's schools and colleges, libraries, enrollment, and offices supporting academic achievement, faculty affairs, student and campus life, and global engagement. Under the leadership of the Provost, Seattle University has worked to integrate the curricular and co-curricular experience for students. Two Senior Vice Provosts facilitate this effort, respectively leading the curricular and co-curricular enterprises. For more information on Academic Leadership within the Provost's Office, please visit [this page](#).

Dr. Shane P. Martin is the Provost and Chief Academic Officer of Seattle University. Prior to coming to Seattle University, he served from almost 25 years at Loyola Marymount University (LMU) as a faculty member and administrator, completing 14 years as Dean of the LMU School of Education and six years as Dean of Graduate Studies. Over a 40-year career as an educator, he taught or served as an administrator in Jesuit institutions at all levels. A nationally renowned speaker on Jesuit and Catholic educational issues, he has led workshops at numerous high schools and universities. An expert researcher regarding the efficacy of Catholic schools for immigrant and educationally disadvantaged students, Dr. Martin was instrumental in establishing the American Educational Research Association Special Interest Group on Catholic Education, serving as a past chair. Dr. Martin currently serves on the Seattle Preparatory School Board of Directors and is the chair of the Association of Jesuit Colleges and Universities Chief Academic Officers Commission. For more information on Provost Martin, please visit [this page](#).

ROLE OF THE ASSOCIATE PROVOST AND CHIEF OF STAFF

Reporting directly to the Provost, the COS leads a variety of executive and administrative functions, special projects, and initiatives involving the Office of the Provost. As a member of the Provost's senior leadership team, the COS assists the Provost in implementing institutional vision and goals and ensuring the University's strategic priorities are translated into action.

The COS also serves the Provost through collaboration with the Provost's Executive Committee to help shape implementation strategies for key academic-related initiatives and drives tasks to completion. This includes maximizing alignment, monitoring the execution of strategies, and establishing greater transparency and accountability across the Academic and Student Affairs units reporting to the Provost. The COS contributes to shared governance structures with faculty and Academic and Student Affairs administrative leaders. The COS also serves as the Provost's personal delegate, representing the Provost as appropriate and serving on University committees as needed. The COS liaises with the Senior Leadership team to implement University-wide initiatives.

Working in such a capacity, this leader will bring a broad view of the academy and strong strategic, organizational, and execution planning skills. The COS must also bring strong communication skills, sound judgment, and strategic connectivity across various academic and administrative units. Successful candidates will work well both independently and collaboratively and must be genuinely enthusiastic about and committed to the mission of Seattle University.

KEY RESPONSIBILITIES FOR THE ASSOCIATE PROVOST AND CHIEF OF STAFF

The Associate Provost and Chief of Staff will be an integral member of the Office of the Provost and will bring strong communication, project management, and organizational skills to the team. The COS role covers the following key duties and responsibilities:

Act as a thought partner, confidant, and strategic resource for the Provost

- Manage day-to-day operations of the Provost's Office.
- Project-manage the implementation of the academic-related goals in Seattle University's strategic plan.
- Supervise the Provost's Office staff by training employees, planning, monitoring, and appraising results. Oversee the continuous improvement processes and systems to meet the evolving needs of the Provost's Office.
- Brief the Provost on projects, meetings, and appearances.
- Proactively resolve problems, as needed, for the Provost and manage important issues brought to the attention of the Provost.

- Manage the Provost's Office communications. Draft executive campus-wide communications and prepare speeches, presentations, and talking points.
- Review and execute contracts and grants arising out of the Office of Research and Sponsored Projects.

Support and facilitate the work of the Provost's office and university leadership teams

- Serve on the President's Senior Leadership Team.
- Serve as the Provost's delegate to Academic Assembly and its committees (i.e., Faculty Handbook Revision Committee, Faculty Welfare Committee).
- Manage meetings and agendas for Deans' Council and the Provost's leadership teams to ensure efficient and effective decision-making. Facilitate follow-up and completion of actionable items.
- Manage the annual process to amend the Faculty Handbook.
- Oversee revisions and amendments to the University's academic policies.
- Serve on the Campus Climate Incident Response Team.
- Manage the nomination and selection process of the University's appointee to the Executive Leadership Program.

Serve as a liaison and resource between the Provost and the Board of Trustees

- Staff the Academic and Student Affairs Committee of the Board of Trustees.
- Draft resolutions and prepare materials for the Board of Trustees.
- Coordinate communication with Trustees.
- Develop agendas for Board of Trustees meetings.

Engage internal and external constituents in a meaningful and transparent manner

- Actively analyze, research, and gather information and data from appropriate campus and university leadership and/or offices for Provost's briefings.
- Advise and collaborate with the President's Direct Reports, Provost's Office leadership, deans, directors, faculty, Academic Assembly, and Human Resources on a wide range of strategic and operational projects related to the Provost's portfolio of work. This will include governance, contracts, policy, business, faculty and staff employment, student conduct, communications, regulatory compliance and accreditation, external and government affairs, and ITS.
- Work closely with the Office of Diversity and Inclusion on the implementation of the University's diversity, equity, and inclusion strategic initiatives.
- Act as an ambassador for the Provost to internal and external stakeholders. Represent the Provost at meetings when the Provost's attendance is not required.
- Act as a liaison to the Independent Colleges of Washington and Association of Jesuit Colleges and Universities.

QUALIFICATIONS AND CHARACTERISTICS

Seattle University seeks an Associate Provost and Chief of Staff with a history of collaborative leadership. A graduate degree is required, and a PhD or JD is highly preferred. The successful candidate will also bring many of the following personal and professional qualities and characteristics:

- Minimum of eight years of progressively responsible administrative leadership experience, with a preference to those with twelve or more years of progressively responsible experience in higher education.
- Strong project management as well as time and task leadership skills, enabling multiple and complex projects to be completed on time.
- Strong collaboration skills and ability to navigate organizational relationships and dynamics in advancing goals and priorities in a distributed environment.
- Exceptional interpersonal communication skills, ability to work with a wide range of individuals and constituencies with diverse backgrounds.
- Exceptional written and verbal communication skills.
- Strong commitment to Seattle University's Jesuit and Catholic mission and values.
- Deep knowledge of and experience with the dynamics of academic decision-making and shared governance within higher education is preferred.

COMPENSATION

The anticipated hiring range for this role is \$170,000-\$200,000. This range takes into account the wide range of factors that are considered in making compensation decisions, including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, and other organizational needs, and is a good faith estimate. Seattle University offers a robust and comprehensive benefits program for its employees in order to attract and retain individuals that will carry out its mission. Salary offers are determined based on the final candidate's qualifications and experience.

APPLICATIONS, INQUIRIES, AND NOMINATIONS

Screening of complete applications will begin immediately and continue until the completion of the search process. Inquiries, nominations, referrals, and resumes with cover letters should be sent via the Isaacson, Miller website for the search: <https://www.imsearch.com/open-searches/seattle-university/associate-provost-and-chief-staff>. Electronic submission of materials is strongly encouraged.

Julie Filizetti, Lauren Wilkes, Gabi Nayar
Isaacson, Miller

Seattle University is an equal opportunity employer.

This document has been prepared based on the information provided by Seattle University. The material presented in this leadership profile should be relied on for informational purposes only. While every effort has been made to ensure the accuracy of this information, the original source documents and information provided by Seattle University would supersede any conflicting information in this document.