

Classification Description



Job Title: Associate Vice President,
Academic Affairs

Pay Grade: Executive
Schedule

Job Code: 3620

FLSA Status: Exempt

Job Purpose

Provides support to the Vice President of Academic Affairs in all academic areas with specific emphasis on General Education, transfer programs, curriculum, credit review, and assessment. This position also works with the Vice President of Academic Affairs to establish and implement academic policies and procedures. The Associate Vice President provides leadership for the Associate in Arts Degree, Teaching and Learning Center, the Honors Scholar Program, Accelerated Pathways Program, the Center for International Education, the Library, Academic Advising, and Academic Support Programs. This position also oversees academic assessment. This is an executive on annual contract position.

General Responsibilities

Essential Functions

Provides academic leadership for curriculum, credit review and assessment. In collaboration with the Vice President of Academic Affairs, communicates academic policies and procedures to the academic deans.

Represents the College at designated community organization meetings and maintains working relationships with other educational organizations, governmental units and campus area agencies. Serves on appropriate College-wide committees/councils.

Coordinates the preparation and maintenance of assigned budgets.

Provides administrative oversight and leadership for the Quality Enhancement Plan (QEP). Ensures units are achieving the defined student learning outcomes.

Provides leadership and guidance to the Director of Academic Support Programs in the oversight of a comprehensive program of student centered Academic Support Centers and collaborates with faculty to determine tutoring, learning assistance, workshops, seminars, interventions, and/or academic coaching needs.

ASSOCIATE VICE PRESIDENT, ACADEMIC AFFAIRS

Provides leadership, in cooperation with faculty Coordinator, for the College's Honors Program. Establishes program goals and uses assessment to inform program improvement. Serves on the Honors Advisory Council.

Tracks, assesses and reports data used to assess General Education, student achievement and retention; implements continuous improvement programs and processes, as appropriate.

Provides leadership and guidance to the Library leadership regarding adjunct assignments, including credential verification, teaching performance, student review of instruction surveys and professional improvement for all Library faculty.

Provides leadership and guidance to the Director, Accelerated Pathways Programs for course offerings, and regional oversight.

Provides leadership and guidance to the Director, Academic Advising to engage in data-informed best practices towards student retention and success.

Assists in ensuring accuracy in materials published in the College Catalog in areas of leadership.

Provides leadership to the Teaching and Learning Center (TLC) initiatives in collaboration with Assistant Vice President, Teaching and Learning Innovation. Oversees College-wide faculty professional development offerings. Establishes program goals and uses assessment to inform program improvement.

Provides leadership for international education initiatives in collaboration with College leadership. Establishes and maintains contacts with other appropriate professionals, including individuals, groups, and service agencies; attends state, regional and international meetings as directed. Travels both nationally and internationally as directed.

Establishes Memorandums of Understanding with international institutions based on pragmatic and strategic criteria.

Supervises assigned staff; recruits, interviews and recommends candidates for hire; prepares performance evaluations in accordance with applicable policies; recommends or arranges appropriate training as needed for staff; provides regular guidance and support to accomplish departmental objectives.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Doctoral degree from regionally accredited institution of higher education.
Successful teaching and administrative work experience at the College/university level.

Ability to independently travel nationally and internationally for College business.

An understanding of and commitment to serving the needs of the first year students.

An understanding of and background in data collection, assessment strategies, and student learning theories.

An understanding and appreciation of the philosophy of the Learning Commons (academic support, technology solutions, and library resources combined).

Knowledge of enrollment management practices including assessment of student success and the development and implementation of appropriate retention strategies.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: July 14, 2022.