



Classification Description

Job Title: Interim Associate Vice President,
Academic Success and Curriculum

Pay Grade: Administrator

Job Code: 4095T

FLSA Status: Exempt

Job Purpose

The Interim Associate Vice President, Academic Success and Curriculum reports to the Provost/Vice President, Academic Affairs and provides leadership, guidance, and support for high-quality academic programming. Working collaboratively across the College's academic support structure, this position promotes and sustains the Division of Academic Affairs and the .s commitment to excellence and innovation. This position also serves as a curriculum resource to faculty, supporting the development and alignment of effective pedagogical practices with the College's mission. This is a College Administrator position serving on an annual contract.

General Responsibilities

Essential Functions

Supports the Division of Academic Affairs in understanding the needs of students and faculty as they relate to the quality and relevance of the educational experience at FSW.

In collaboration with colleagues across the College, leads the development, implementation, and evaluation of academic strategies, policies, program scheduling, initiatives, and program development and review within the Division of Academic Affairs. Engages Collegewide stakeholders in planning and implementing strategies that enhance the academic experience and promote student success.

Collaborates with Deans in the Collegewide development, planning, and execution of effective strategies that promote positive student outcomes across the College's wide variety of academic pathways.

Provides oversight of the College's Honors Program and Center for Undergraduate Research initiatives.

Provides academic leadership to the College Curriculum Committee in reviewing, evaluating, and submitting curriculum proposals, program modifications, and course development initiatives.

Analyzes proposals and makes recommendations to align curricular changes with student-success objectives, guided pathways, and academic support services. Collaborates with academic leaders to assess the impact of curricular changes on student progression and completion.

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Works with Marketing and Communications to implement a communication plan that increases awareness of policies, practices, and programs supporting student retention and success. Shares information and provides training to faculty and staff to promote service improvement.

Supports the Provost/Vice President, Academic Affairs in providing administrative support to the Deans of the College's academic schools and ensuring compliance with applicable state and federal laws and regulations.

Supports the Provost/Vice President, Academic Affairs and the Institutional Accreditation Liaison by drafting documents for the College's accreditation efforts. Serves on the Collegewide Accreditation Advisory Committee and co-chairs an Accreditation Criterion Writing Team.

Coordinates cross-functional teams to execute multimodal process enhancements that benefit student and faculty engagement and facilitate student success, completion, and post-graduation readiness for further education or the workforce. Partners with external organizations to ensure compliance with curriculum protocols, data collection requirements, and program evaluation standards.

Advances institutional strategies that integrate student-success practices into learning experiences.

Oversees partnership, articulation, and memorandum of understanding (MOU) agreements related to academic and enrollment initiatives with other colleges and universities. Serves as FSW's liaison to Florida Gulf Coast University (FGCU) and other institutions on transfer articulation policies and procedures. Oversees process implementation, data collection, and related reporting.

Maintains current knowledge of applicable state and federal laws, rules, and regulations; prepares required reports and surveys for submission; and recommends or implements operational changes as appropriate. Communicates relevant requirements or mandates to appropriate staff.

Participates in the review of College Operating Procedures related to Academic Affairs and Board of Trustees policies.

Collaborates with senior leadership to support institutional and programmatic accreditation efforts.

Supports the preparation of accreditation reports, self-studies, and related documentation.

Participates in accreditation site visits, ensuring that academic success initiatives align with accreditation standards and requirements. Maintains current knowledge of regional accreditation standards and implements processes to ensure ongoing compliance.

Under the direction of the Provost/Vice President, Academic Affairs and working in collaboration with the Interim Associate Vice President, Student Affairs, plays a major role in coordinating and overseeing commencement ceremonies, related events, and rehearsals to ensure success of these Collegewide events. Serves as the second-in-command for planning and event execution, overseeing preparations and event-day activities.

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Works closely with the Provost's office and the Interim Vice President of Student Affairs to document Commencement tasks, train supporting staff, and delegate responsibilities to promote sustainable event management.

At the direction of the Provost/Vice President, Academic Affairs, collaborates with College departments to coordinate special projects and events.

Coordinates the preparation and monitoring of assigned budgets and ensures responsible stewardship of allocated funds.

Represents the Provost/Vice President, Academic Affairs at committee meetings, departmental meetings, and College events, as requested or required.

Represents the College at designated community organization meetings and maintains working relationships with other educational institutions, governmental entities, and local agencies.

Hires, trains, evaluates, and supervises assigned personnel.

Serves on appropriate Collegewide committees/councils.

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 perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills, and Abilities

Minimum Qualifications

Master's degree from a regionally accredited institution of higher education in a faculty or administrative role. A doctorate is preferred.

Five (5) years of full-time higher education experience at a regionally accredited college or university, with progressively increasing responsibility.

An educational and professional philosophy compatible with the goals, objectives, and mission of Florida SouthWestern State College.

Knowledge and skills in supervision, interpersonal relations, budget development and management, organization, program design and development, teamwork, and assessment.

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

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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.
- Make presentations in front of various group sizes.
- 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 work effectively with individuals from a variety of backgrounds and perspectives.

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 and respect in interactions with individuals with varying perspectives, experiences, 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.

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Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, and 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: October 15, 2026.