

## CROWDER COLLEGE POSITION DESCRIPTION

<b>Status:</b> FT, 12 months	<b>Title</b> Associate Vice President of Academic Affairs
<b>Revised:</b> 1/31/19	<b>Department</b> Academic Affairs
<b>Level:</b> Administrative	<b>IPEDS</b> Administrative
<b>FLSA:</b> Exempt	<b>Reports to</b> Vice President of Academic Affairs

### POSITION SUMMARY

The Associate Vice President of Academic Affairs reports to the Vice President of Academic Affairs (VPAA) and is responsible for assisting the VPAA with leadership and supervision in developing, evaluating, supporting, and improving educational programs and related services. The Associate Vice President of Academic Affairs serves as the HLC Liaison for Crowder College. The work of the Associate Vice President of Academic Affairs involves supervising and managing the academic service areas such as curriculum and instruction, assessment, and professional development. In addition, the Associate Vice President of Academic Affairs provides leadership and oversight to the programs and directors of the direct reports: the Distance Learning Program, Dual Credit Program, and the Honors Program. The Associate Vice President of Academic Affairs is a member of the Vice President of Academic Affairs' Instructional Council and the President's College Council.

### MAJOR FUNCTIONS

1. Provide leadership and oversight to the College curriculum approval and revision process.
2. Provide leadership and oversight of the program approval process at the State and Federal level.
3. Provide leadership and oversight of the College accreditation work and serve as the HLC Liaison for Crowder College.
4. Provide leadership of the College instructional professional development program.
5. Provide leadership of the College assessment program.
6. Provide leadership of the development and review of the Crowder College Catalog.
7. Provide leadership of the Crowder College University Center and oversight to communication with area Universities' articulation agreements and bachelor degree completion programs at all Crowder College locations.
8. Provide leadership and oversight over the employment, professional improvement, and evaluation processes for Full-time and Adjunct Faculty.
9. Provide leadership and oversight of the College Distance Learning program.
10. Provide leadership and oversight of the College Dual Credit program.
11. Provide leadership and oversight of the College Honors program.
12. Assist Student Affairs with Degree/Graduation check approvals.

### REQUIREMENTS AND PREFERRED KNOWLEDGE AND CRITICAL SKILLS

1. Master's Degree or higher from a regionally accredited college or university required; Ph.D. preferred.
2. A minimum of five years of progressive experience in higher education management or related job experience. Teaching or training experience preferred.
3. A demonstrated record of skills in the following areas: educational leadership; curriculum development and management, project management, problem solving and decision-making skills.
4. Knowledge of or familiarity with the mission and distinctive features of community colleges.
5. Excellent critical thinking, problem-solving and communication skills.
6. Evidence of positive working relationships with students, other professionals, staff, and the public.
7. Team-oriented individual with ability to work effectively with others.

<b>EQUIPMENT/SOFTWARE</b>
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Operate standard office equipment such as computers, copiers, and telephones.

Ability to operate a personal computer using the Windows environment.

Ability to understand operating a personal computer within the Crowder College network environment.

Ability to use E-mail.

Ability to learn the basic functions of the Jenzabar database system.

Ability to perform word processing using MS Word.

Ability to perform spreadsheet functions using MS EXCEL

<b>POSITIONS SUPERVISED</b>
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All directors and staff in assigned areas of responsibility.

<b>WORKING CONDITIONS</b>
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1. Generally indoors in a normal office environment with minimal exposure to temperature changes, noise, dust or chemicals.
2. Normal college working hours but adjustment of hours involving evening and/or weekend work is required from time to time.
3. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
4. A neat appearance and appropriate business like apparel are required.

<b>PHYSICAL DEMANDS</b>
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1. Sedentary work involving sitting part of the time, but will involve mobility within the office, classrooms, shops, and service locations.
2. Input and access information-using computers.

<b>CREATIVE AND ANALYTICAL SKILLS</b>
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1. Ability to define problems, collect data, establish facts, and draw valid conclusions.
2. Ability to devise or modify methods or processes to solve specific problems.
3. Ability to work with and apply mathematical concepts.
4. Ability to interpret an extensive variety of technical and statistical material.

<b>LANGUAGE/COMMUNICATIONS SKILLS</b>
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1. Ability to communicate effectively with a variety of people, including employees, students, parents, and the general public.
2. Ability to read and understand technical journals, financial reports, and similar publications.
3. Ability to write reports and business correspondence.
4. Ability to effectively present information and respond to questions.