

**CROWDER COLLEGE
POSITION DESCRIPTION**

Status: FT, 12 months,	Title: Vice President of Academic Affairs
Revised: 10/26/2018	Department: Academic Affairs
Level: Executive	IPEDS: Executive
FLSA: Exempt	Reports to: President

POSITION SUMMARY

The Vice President of Academic Affairs reports to the President of the College and provides leadership for all instructional divisions of the college, with responsibility for immediate supervision of Agriculture, Business, Communications, Math/Physical Science, Social Science, Teacher Education, Life Sciences/PE, Fine Arts, Developmental Education, Nursing, Lee Library, and the Instructional Centers. Other divisions/areas of instruction report to Associate Vice Presidents, who report to the Vice President.

MAJOR FUNCTIONS

1. Provide for the planning, staffing, development, scheduling, and evaluation of all courses and programs in the curricula.
2. Provide administrative supervision of the Associate Vice President of Career and Technical Education, Associate Vice President of Academic Affairs, Campus Directors, Library Director, division chairs, faculty, and instructional office staff.
3. Lead regular meetings of the Instructional Council and All Faculty meetings.
4. Assist with development and administration of Professional Development Programs for faculty.
5. Planning and coordination of space and equipment.
6. Participation in the statewide MCCA Chief Academic Officers group and committees assigned by the Missouri Department of Higher Education (MDHE). Stay abreast of statewide and national academic trends.
7. Development and oversight of annual budgets for assigned areas of responsibility.
8. Involvement, as appropriate to college goals, in state and local groups and organizations.
9. Oversight of effective advisory committees for all career and technical academic programs.
10. Coordination and preparation of written materials appropriate to instructional needs, including reports for accreditation.
11. Ensure the production of the college catalog and class schedules on a timely basis.
12. Aid in the development of grants and proposals as needed.
13. Plan and generate faculty assignments and schedules with assistance from Division Chairs.
14. Handle student and parent concerns and appeals with faculty and division chairs.
15. Ensure solid quality control measures for all coursework, including that for online and dual credit.
16. Advocate effective faculty-to-faculty collaboration
17. Manage curriculum development projects and the approval of new programs via the Curriculum Committee, the Board of Trustees, MDHE, the Mo. Dept. of Elementary and Secondary Education, the Higher Learning Commission, and the Department of Education for Financial Aid.
18. Provide presentations to the Board as needed, especially for regular program review.
19. Participate in accreditation activities.
20. Participation in graduation and other ceremonies.
21. Perform other related duties as required

KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE

1. Master's Degree from regionally accredited college or university required. Doctorate preferred.
2. A minimum of two (2) years of full-time administrative experience at the division chair/department chair level.
3. A minimum of two (2) years of teaching experience at the college level.
4. Knowledge of finance and budget control
5. Strong writing and computer skills
6. Ability to establish and maintain positive working relationships with students, other professionals, staff, and the public.

EQUIPMENT/SOFTWARE

1. Operate standard office equipment such as computers, copiers, and telephones.
2. Information Technology Abilities required:
 - a. Ability to operate a personal computer using the Windows environment.
 - b. Ability to understand operating a personal computer within the Crowder College Network Environment
 - c. Ability to use E-mail.
 - d. Ability to perform basic Crowder database (Jenzabar) functions.
 - e. Ability to perform basic word processing using MS Word.
 - f. Ability to perform basic spreadsheet functions using MS Excel.
 - g. Ability to perform basic presentation functions using MS PowerPoint.
 - h. Ability to perform basic functions using Smart Board.
 - i. Ability to use basic Blackboard functions for online class development.

POSITIONS SUPERVISED

1. Associate Vice President of Career and Technical Education
2. Associate Vice President of Academic Affairs
3. Instructional Center Directors
4. Library Director
5. Division Chairs and Faculty in assigned divisions
6. Academic Affairs Office Staff

WORKING CONDITIONS

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.

PHYSICAL DEMANDS

1. Involves mobility within the campus and various sites including businesses, community agencies, state and education agencies and other meetings as needed to represent all areas of supervision.
2. Input, access and distribute information using computers.

CREATIVE AND ANALYTICAL SKILLS

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.

LANGUAGE/COMMUNICATIONS SKILLS

1. Ability to communicate effectively with a variety of people, including staff, students and the general public, in both written and oral mediums.
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
5. Ability to write and solicit grant funding from public and private sources.