

## Special Assistant, VP Instruction

**FLSA Status:** Exempt

**Pay Grade:** 99

**Job Title ID:** 221019

**Job Series/Job Family:** Administrator Series / Administrator Family

### Reports To

Vice President, Instruction

### Job Purpose

To handle special projects as assigned by the VP, Instruction.

### Description of Duties and Tasks

*Essential duties and responsibilities include the following. Other duties may be assigned.*

#### **Required**

1. Handles all aspects of special projects as assigned.
2. Coordinates review of Administrative Rules.
3. Researches and analyzes processes and procedures relating to a wide variety of topics including: process of selection of Department Chairs including processing HR paperwork related to Department Chairs. Makes recommendations for changes and improvement.
4. Mentors and trains Department Chairs in collaboration with HR Professional Development.
5. Develops and oversees implementation of Adjunct Faculty Orientation.
6. Serves on the Schedule Development Team and on the Academic Calendar Committee.
7. Addresses e-Staffing issues as assigned.
8. Participates in Early College Start activities as assigned.

### Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

#### **Required**

- Understanding of the community college philosophy/mission.
- Understanding of Servant-Leadership philosophies

### Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

#### **Required**

- Ability to meet deadlines and handle multiple projects.
- Maintaining confidentiality of work related information and materials.
- Demonstrated ability to plan, prioritize, and problem-solve.
- Effective and excellent communication, written and verbal, and interpersonal skills.
- Demonstrated ability to work effectively with a diverse and multi-cultural student body and staff.
- Demonstrated ability to collaborate effectively with diverse constituencies.
- Ability to provide leadership at all levels of the college.
- Effective presentation skills.

### Computer Skills

***Required***

- General computer skills

**Work Experience**

***Required***

- Five years work experience in higher education.

***Preferred***

- More than five years related Senior-level management experience in higher education.

**Education**

***Required***

- Master's degree.

**Safety**

***Required***

- Provide resources for safe operation of units. Create and support workplace safety.