

Interim Executive Vice President & Provost

FLSA Status: Exempt

Pay Grade: 99

Job Title ID: 221036

Job Series/Job Family: Administrator Series / Administrator Family

Reports To

President/CEO

Job Purpose

On an interim basis, provides leadership in instruction and student services to ensure strategic planning, evaluation, and resource allocation which enhances and sustains innovation, quality, and high levels of student achievement across all student cohorts. Responsible for leadership of the administrative team responsible for the daily operations associated with teaching, learning, student success, and institutional accountability. Fosters collaboration with faculty, staff, students, and external communities to advance the institution through focus on research, best practices, continuous improvement through commitment to and practice of shared governance, Servant-Leadership, and student success strategies. Serves as a member of the President's Leadership Team.

Description of Duties and Tasks

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

Required

1. Serves as a member of the President's Leadership Team and works collaboratively with Executive Vice President, College Operations and Executive Vice President, Finance & Administration to ensure development, implementation, and achievement of ACC Master Plan goals.
2. Provides leadership and development support to Vice Presidents and Associate Vice Presidents to create strong, integrated team focused on quality instruction and support services and on the effective delivery of the daily operations of instruction and student support.
3. Responsible for fostering and supporting innovation and continuous quality improvement by focusing on institutional performance research data, collaboration with faculty and staff, and creation/sustaining recognition and incentives which support and enhance student success.
4. Supervises the Associate Vice President of College Access Programs to ensure coordination and integration of research, planning, and accountability for adult and developmental education programs.
5. Supervises the Associate Vice President of the Office of Effectiveness and Accountability to ensure coordination and integration of planning, operations, and evaluation of all instruction and student success programs and services.
6. Ensures the integration of budget and other resources which align and support the teaching and learning functions of the College, and which enhance the success of all students.
7. Other duties as assigned by the President/CEO.
8. Supervises the Vice Presidents of Instruction and Student Support and Success Systems to ensure coordination and integration of planning, operations, and evaluation.

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 demographics affecting higher education, and ability to articulate challenges and opportunities before the community college.

- Understanding of traditionally under-served and at-risk student populations.
- Knowledge of instructional pedagogies, learning styles, and current research.
- Understanding of technologies for enhancement of teaching and learning.
- Commitment to institutional, state, and national research regarding student success.

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

- Maintaining confidentiality of work related information and materials.
- Ability to articulate community college vision, mission, and philosophy.
- Working effectively with diverse internal and external constituencies to achieve the mission of the College.
- Effective interpersonal, verbal, and written communication skills.
- Fostering collaboration and innovation in instructional design and delivery.
- Strategic planning, research, and evaluation.
- Multi-tasking.

Computer Skills

Required

- Proficiency in institutional data base management systems, standard office software applications, standard telecommunications/personal assistance devices, and technology/multi-media presentation software.

Physical Requirements

Required

- Work is routinely performed in an office environment, but also involves ability to travel efficiently and quickly between campuses throughout the College's Service Area. Evening/weekend meetings are a frequent requirement.
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing, and pulling.

Work Experience

Required

- Full-time faculty teaching experience of at least two years.
- Administrative experience of at least two years at or above the level of Vice President.

Education

Required

- Must have an earned doctorate.

Other

Required

- Reliable transportation for district-wide travel.

Safety

Required

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