

Associate Vice President, Instructional Resources/Technology

FLSA Status: Exempt

Pay Grade: 99

Job Title ID: 22105

Job Series/Job Family: Administrator Series / Administrator Family

Reports To

Vice President of Instruction

Job Purpose

Responsible for the planning and development of college-wide instructional resources and technology. The department of Instructional Resources and Technology includes Distance Learning, Instructional Computing and Technology Services, Instructional Development Services, and Library Services. The AVP provides leadership for planning, operating, funding and budget decisions relating to the college-wide use of instructional technology and library services.

Description of Duties and Tasks

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

Required

1. Leads the strategic planning of college-wide instructional technology and resources.
2. Provides overall leadership in operations and coordinates activities of the units in the Office of Instructional Resources and Technology: Distance Learning (including video support services); Instructional Computing and Technology Services (computer, media and faculty resource centers, online course management, online instructional applications); Instructional Development Services (curriculum development, instructional design, web development, video production); Library Services (campus libraries, library extension services, technical services and automation).
3. Plans overall budget development of units and appraises annual performance.
4. Assists in the development of college-wide master and technology plans and, through the College-Wide Technology and Capital Outlay Committee (CWTCOC), leads the implementation of technology initiatives. Serves as Co-Chair of the College-Wide Technology and Capital Outlay Committee.
5. Provides leadership in the development and implementation of an integrated program of campus-based and college-wide online instructional technology services, including library services, which support the College's instructional programs.
6. Provides leadership in the development and implementation of instructional design, development and production services that support the use and integration of technology in instruction.
7. Oversees the development and delivery of training to support the distributed learning technologies of the College.
8. Promotes activities to develop and support distributed learning initiatives and technologies, including state and national initiatives (e.g. Virtual College of Texas).
9. Serves as Copyright Officer for the College and maintains the College's copyright website.
10. Ensures appropriate safety training is completed, and compliance with all health and safety rules and processes.

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

- Demonstrated expertise in project planning, development and implementation.
- Presenting information and summary reports internally and to the public.
- Understanding of the community college philosophy and mission.
- Handling the demands and requirements of senior-level management in higher education.
- Effective management and leadership models and techniques, including Servant-Leadership Principles.

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

- Working in a collaborative manner with diverse constituencies.
- Maintaining confidentiality of work related information and materials.
- Working effectively with a diverse and multi-cultural student body and staff.
- Excellent communication, written and verbal, and interpersonal skills.
- Providing leadership at all levels of the College.
- Planning, prioritizing, and problem-solving.
- Handling multiple projects and meeting deadlines.
- Planning and managing budgets and manpower needs.

Computer Skills

Required

- Demonstrated proficiency using standard office software applications.

Physical Requirements

Required

- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is routinely performed in an office environment
- Occasional lifting of objects up to 10 pounds

Work Experience

Required

- Five years related work experience including experience in the following areas: management in a higher education academic environment; strategic planning; networked computer systems; instructional technology design, planning and administration; instructional development planning and administration; distance learning administration; and/or post-secondary teaching or training.

Preferred

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

Education

Required

- Master's degree in related area.

Preferred

- Ph.D. preferred.

Safety

Required

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