

Executive Vice President, College Operations

FLSA Status: Exempt

Pay Grade: 99

Job Title ID: 22145

Job Series/Job Family: Administrator Series / Administrator Family

Reports To

President

Job Purpose

Serves as chief officer for College Support Systems and ISD Relations for the District. Responsible for leadership and supervision of college support systems, student support and success systems, college computer information systems, instructional technology, the college library resource systems, campus operations, college police operations, P-16 initiatives and grants development. The position is also responsible for ISD partnerships and initiatives, such as the K-12 institutional partnerships, Early College Start/College Connection, Capital Area College Tech-Prep Consortium, and the College and Career Preparatory Program. Fosters collaboration with faculty, staff, and student organizations to advance the mission of the institution and to enhance shared governance and Servant-Leadership principles within the College. 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. Provides leadership and oversees student support and success systems operations, college-wide information technology support services, and instructional resource technologies, including the College's library services.
2. Leads the development and maintenance of institutional partnerships with K-12 independent school districts, including such programs as College Connection, Early College Start, Capital Area College Tech-Prep Consortium, College and Career Preparation, and other programs that assist in promoting the transition of ISD students into higher education.
3. Leads and oversees instructional support services such as Section Guidelines' allocations and implementation, enrollment review and class cancellations, maintenance of the course inventory system, annual review and revision of the College Catalog, and other services which support credit programs and courses.
4. Provides oversight of the grants development office, campus operations, P-16 initiatives and college readiness activities.
5. Leads in planning, budget development, creation and assessment of institutional effectiveness measures in all assigned areas.
6. Supervises the VP of Student Support and Success Systems, AVP, Instructional Resources & Technology, AVP, Information Technology, Executive Director of School Relations, Executive Director of Tech-Prep, Executive Director of Grants Development, Executive Director of College and Career Prep, Director of P-16 Initiatives, Instructional Support Supervisor, Campus Managers, and Campus Police Chief.
7. Oversees the hiring, training, and evaluating of assigned staff in accordance with College administrative rules and processes.
8. Other duties as assigned by the College President.

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.
- Management of the responsibilities of senior-level management in higher education.
- Effective management and leadership models and techniques, including Servant-Leadership Principles.
- Student Support and Success Systems.
- Basic Technology and Data Management Systems.
- Traditionally under-served populations and effective strategies for access, retention, and 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

- 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.
- Strategic planning and managing budgets and manpower needs
- Fostering a collaborative and effective teaching, learning, and work environment.

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

Work Experience

Required

- Five years related work experience including senior-level management in higher education.

Preferred

- Experience in developing partnerships and relationships with school districts. Senior-level management experience in higher education.

Education

Required

- Doctorate in related area.

Preferred

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Safety

Required

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

