

Associate Vice President, Academic Planning, Development, &

FLSA Status: Exempt

Pay Grade: 99

Job Title ID: 232500

Job Series/Job Family: Academic Program Support Series / Academic Planning, Development, & Evaluation

Reports To

EVP/Provost

Job Purpose

Provide leadership in academic planning, evaluation, and resource development across all levels of the academic affairs units of the College (Instruction and Student Affairs) and other direct report units in the Provost area to promote excellence in their divisions and high levels of student achievement across all programs and services. Foster collaboration with faculty, staff, and external communities to advance the institution through a focus on academic departmental, divisional, and administrative master planning, student assessment, and grants management and development as well as compliance with programmatic aspects of externally funded programs. Administer all aspects and provide leadership, guidance, and supervision to the college's accreditation process and status.

Description of Duties and Tasks

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

Required

1. Manages and supervises and evaluates staff with the office of Academic Planning, Development, and Evaluation.
2. Supervises the development, update, and evaluation of the Academic Master Plan for the Division of Academic Affairs.
3. Oversee the development and operation of schedules and calendars to carry out the functions of Academic Master Planning, Student Learning Assessment, and Evaluation for the Academic Affairs Division of the College.
4. Administers a program of program evaluation to include distance learning and continuing education.
5. Chairs the Academic Master Planning Council for the evaluation and improvement of the Academic Planning Process.
6. Oversees, coordinates, and assists principle investigators, faculty, and staff with all phases of the grant development process; aligns Grant Development services with the needs of the College.
7. Provides leadership for the conducts and management of grant development activities including initial research, creation of timelines, identification of resources, proposal and report writing, data collection and aggregation, College and agency review processes, and submission of grant proposals to potential funding agencies.
8. Hires, supervises, trains, and evaluates Grant Development staff.
9. Represents the College in negotiation of resulting grants, contracts, and agreements; collaborates with outside agencies and organizations for grant development and implementation; networks with internal and external grant stakeholders as well as other grant development professionals.
10. Manages a program of training and development in the areas of Academic Master Planning, Program Evaluation, Student Learning Assessment, Accreditation and SACSOC requirements for College wide audience.
11. Serves as Liaison to the SACSCOC.
12. Provides leadership and administration for the division of Academic Planning, Development, & Evaluation in the office of the Provost/Executive Vice President for Academic Affairs.

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

- Handling the demands and requirements of senior-level management in higher education.
- Understanding of the community college philosophy and mission.
- Knowledge of college planning and evaluation systems and processes.
- Understanding of college regional accreditation.
- Grant development services.
- Grant standards and proposal guidelines.
- Potential funding sources.
- K-12 and post-secondary education issues.
- 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.
- Working effectively with a diverse and multi-cultural student body and staff.
- Planning, prioritizing, and problem-solving.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Overseeing all phases of grant development.
- Identifying and recommending potential funding sources.
- Collaborating with outside agencies and organizations in relation to grant development and implementation.
- Developing procedures to assist in grant proposal writing and submission.
- Effectively supervising, leading, and delegating tasks and authority.
- Maintaining confidentiality of work related information and materials.

Computer Skills

Required

- Demonstrated proficiency using standard office software applications and conducting web research.

Physical Requirements

Required

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

Work Experience

Required

- Five years related work experience.

Preferred

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

Education

Required

- Master's degree in related area.

Preferred

- PhD in related area.

Safety

Required

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