



Job Title: Vice President of Academic Affairs

JOB DESCRIPTION

Department: President Office

Pay Grade: 125

FLSA Status: Exempt

Remote Work Eligible: No

JOB SUMMARY

This position serves as the Chief Academic Officer of the institution; provides strategic leadership for the development, implementation, assessment, and oversight of academic programs, services, and initiatives; oversees management of College-wide academic functions; sets the strategic direction for academic programs at the College; and oversees the development of the academic programs ensuring that they align with the overall mission and goals of the College. This position more specifically: serves as an advisor to the President related to the planning, implementing, and coordinating of academic and workforce programs College-wide as well as to the selection, assignment, development and retention of faculty; provides leadership for accreditation, budget development, and long-term planning of academic programs and services; ensures that students have access to courses and are learning; and develops relationships with the broader educational and workforce community and state agencies.

DISTINGUISHING CHARACTERISTICS

N/A.

ESSENTIAL JOB FUNCTIONS

- Understands and supports St. Petersburg College's mission, vision, and values.
- Provides leadership in the design, development, strategy, implementation, and assessment of goals, policies, objectives, and activities related to academic functions; develops long-range strategies and goals; and provides strategic direction to Deans and academic staff.
- Provides oversight, direction, and vision for strategic planning objectives; develops projects, academic plans, and priorities to ensure alignment with the overall mission and goals of the College.
- Serves as a member of the President's Cabinet, the Executive Leadership Council, and College-wide committees as appropriate.
- Directs staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendation.

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- Develops an academic system that integrates program/curriculum development with course offerings (all instructional modalities) that meet the needs of students and that aligns with academic pathways resulting in closing the achievement gap and increasing student success.
- Fosters an academic culture: based on integrity, transparency, collaboration and accountability and focused on student learning.
- Encourages faculty and academic staff to improve student outcomes.
- Seeks and supports opportunities to promote collaboration within all areas of the College, including campus-leadership, to sustain student success and completion.
- Plans and coordinates workforce (career and technical education) programs (credit/non-credit) to meet College priorities and employer needs.
- Empowers academic leaders to effectively provide curriculum services, dual credit/Collegiate High School, and Online Learning Services, Institutional Research, and learning resources.
- Manages the budget and financial resources strategically College-wide for the academic division; oversees the planning and implementation of operating and capital budget requests; prepares cost estimates for budget recommendations; monitors and controls expenditures; identifies and pursues alternative funding sources; and allocates funds across academic functions.
- Uses data to inform and create a culture of success;
- Collaborates and builds relationships with college leaders and stakeholders, to ensure effective planning analysis and to help evaluate campus academic priorities.
- Identifies challenges and opportunities to develop partnerships with business and industry, community-based organizations, and educational institutions.
- Advises the President on issues such as: student learning and success; academic programs and structure; hiring and retention of a diverse faculty and staff; resources and facilities; and accreditation.
- Develops and maintains internal and external relationships; participates in/on a variety of meetings, committees, task forces, and/or other related groups to communicate information regarding services, programs, areas of opportunity, and/or other information; represents assigned academic area on committees, advocacy groups, and/or related groups.
- Represents the College and the President in community engagements, public events, and College programming with local, state and federal agencies.
- Serves with Senior Leadership as member of the President's Cabinet
- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Doctorate in a field related to assigned area; ten (10) years of related work experience in higher education, including five (5) years with top-level administrative experience in academic affairs; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Leadership principles;
- Comprehensive understanding of all modes of teaching and learning- traditional, online, and blended;
- Advanced principles and practices in assigned area of responsibility;
- Program development and administration principles and practices at a College-wide level;
- Higher education institutional operations, structures, policies, and practices;
- Strategic planning principles;

- Budgeting principles;
- Public relations principles;
- Community agencies and resources;
- Financial management principles;
- Research methods;
- Applicable federal, state, and local laws, and regulations;
- Policy and procedure development and implementation practices; and
- Applications of technology to academic situations.

Skills in:

- Managing multiple initiatives;
- Directing, monitoring, and evaluating collegiate policies and procedures;
- Planning, coordinating, and implementing College-wide components and activities;
- Developing, managing, and administering budgets;
- Analyzing academic and administrative projects, programs, and processes for areas of improvement;
- Preparing and analyzing a variety of reports;
- Making program decisions based on financial considerations;
- Evaluating statistical data;
- Mediating conflicts;
- Collaborating with internal departments and external agencies;
- Operating a computer and related software applications;
- Utilizing social media tools to engage students and community stakeholders; and
- Modeling effective communication and using interpersonal skills when interacting with direct reports, coworkers, supervisor, the general public, etc. enough to exchange or convey information and to give and receive work direction.

Ability to:

- Interpret and apply applicable laws, and regulations;
- Successfully navigate organizational culture and implement change where needed;
- Implement public relations initiatives;
- Prioritize and assign work;
- Adapt to rapidly changing environments; and
- Develop long-term strategic and tactical plans.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

N/A.

PHYSICAL DEMANDS

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.		Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	

Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	<u>X</u>
Feeling – perceiving attributes of objects by touch with skin, fingertips.		Standing – for sustained periods of time.	
Fingering – picking, pinching, typing, working with fingers rather than hand.		Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	
Grasping – applying pressure to object with fingers, palm.		Talking 1 – expressing ideas by spoken word.	<u>X</u>
Handling – picking, holding, or working with whole hand.		Talking 2 – shouting to be heard above ambient noise.	
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	<u>X</u>	Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	<u>X</u>
Hearing 2 – receive detailed information, make discrimination in sound.	<u>X</u>	Visual Acuity 2 – color, depth perception, field of vision.	<u>X</u>
Kneeling – bending legs at knee to come to rest at knees.		Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	<u>X</u>
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.		Visual Acuity 4 – operate motor vehicles/heavy equipment.	<u>X</u>
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	<u>X</u>	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling – use upper extremities to exert force, haul or tug.		Walking – on foot to accomplish tasks, long distances, or site to site.	<u>X</u>

TYPE OF WORK

Work performed is primarily:

- Sedentary work*: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work*: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work*: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work*: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very heavy work*: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

WORK ENVIRONMENT

May be required to work hours other than the regular schedule including nights and weekends.

This position requires regular and reliable attendance and the employee's physical presence at the workplace.

Work is performed regularly where decisions are made that could lead to major community or organizational consequences if there is a failure to make the appropriate decision at the time.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

St. Petersburg College has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date