



JOB DESCRIPTION

Job Title: Associate Vice President, Institutional Effectiveness & Academic Services

Department: Varied
Pay Grade: 122
FLSA Status: Exempt
Remote Work Eligible: Yes

JOB SUMMARY

This position develops and maintains high quality education and services to best serve the needs of students and faculty; provides transformational leadership for learning and services to ensure alignment with the overall mission and goals of SPC at the same time fostering innovation; directs the activities of multiple programs or College-wide functions; and develops a strategic program for program growth, planning, and evaluation of instructional quality and student services. Areas of assignment include Institutional Effectiveness, Curriculum, Library and Learning Resources, Online Learning and Instruction, and other Academic Service departments.

DISTINGUISHING CHARACTERISTICS

Eligible to work remotely.

ESSENTIAL JOB FUNCTIONS

- Directs the implementation of activities and operations for multiple academic departments or programs, which includes: designing, developing, administering, and evaluating programs, projects, student retention, strategic planning, processes.
- Develops the strategic direction of assigned areas, interpreting the broadly defined goals, developing and managing a budget, and providing managerial direction to employees.
 - Provides leadership and support to the Online Learning Services department for 1) the development and implementation of comprehensive, coordinated programs, curriculum, technology resources and systems and support for faculty and instructional development across all academic programs, 2) the coordination of the broad strategy for online/hybrid teaching and learning, and 3) the development and implementation for strategic teaching and learning initiatives in support of college strategic plans.
 - Provides leadership and support for Library and Learning Resources (instructional support) programs to support students including 1) enhancing collections and student access, 2) faculty and course high impact teaching and learning practices, 3) student tutoring, and 4) curriculum associated with libraries, writing centers, and STEM learning centers.

- Provides leadership and support for the Curriculum Services department in 1) development and modification processes and technology support for academic programs and courses, 2) development of program pathways, graduation audits, and articulation/transfer paths 3) the publication of the College Catalog, 4) development of the Academic Calendar, and 5) the schedule of classes.
- Provides leadership and support for the Institutional Effectiveness department in 1) ensuring implementation of the comprehensive program review, assessment, planning and continuous improvement processes for academic and non-academic areas of the college and the Quality Enhancement Plan, 2) deploying, analyzing, and communicating results of all local, regional, and national student surveys to support institutional improvement, 3) supporting the ongoing improvement of all college-wide activities associated with regional and programmatic accreditation, and 4) undergraduate student research.
- Integrates strategic priorities of units to provide leadership and support for 1) faculty and staff to refine student learning outcomes at all levels, 2) interpreting and using the results of assessment to improve curricula and advance effectiveness in inclusive pedagogy and co-curricular outcomes, and 3) provide support for grants and proposals in the areas of academic and institutional support.
- 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 recommendations.
- Prepares and administers budgets; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures; identifies and pursues alternative funding sources; and allocates funds across academic functions.
- Guides curricular direction and reform; develops academic assessment strategies; ensures compliance with federal, state, and local laws, regulations, codes, and/or standards; and ensures alignment with the overall mission and goals of the College.
- Coordinates activities between multiple service areas and works to integrate and coordinate service areas.
- Directs and participates in the preparation, review, interpretation, and analysis of various complex and multi-faceted information, data, forms, schedules, calendars, surveys, and reports; makes recommendations based on findings.
- Serves as a liaison between assigned academic departments or programs, external agencies, and the College, which includes students, staff, faculty, and administration; represents the department, College, and/or program at a variety of meetings, public events, training sessions, on committees, and/or other related events; and establishes and maintains positive collaborative relationships with community groups and establishments.
- Serves as a member of the President's Advisory Council; collaborates with executive leadership, provosts and deans to enact a strategic plan leading to integration and enhanced student success.
- Designs and implements new policies and procedures related to student success.
- Works with others to define, maintain, and promote a brand for assigned programs and services; communicates direction and progress of education and services, both internally and externally.
- May research unique degree opportunities to fulfill specialized niches in Pinellas County, statewide, nationwide and internationally.
- Is available to students within assigned area as needed.
- May serve as the chief online education administrator, depending on assigned area.
- Acts as the College's accreditation liaison officer. Convenes and oversees accreditation working committees to write and document accreditation submissions as needed, including the Quality Enhancement Plan, fifth year and decennial reaffirmation, and ongoing substantive changes and required reporting.

- Leads the College's Research Review Committee for all internal and external research applications.
- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Doctorate in an academic discipline, student services, community college/higher education administration, or in a field related to assigned area; five (5) years of progressive administrative work experience in online academics with attention to student success; preference for experience teaching in the online modality; 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:

- Computer technology applications in education;
- Managerial principles;
- Advanced principles and practices in assigned area of responsibility;
- Higher education institutional operations, structures, policies, and practices;
- Budgeting principles;
- Strategic planning principles;
- Public relations principles and practices;
- Community agencies and resources;
- Financial management principles;
- Research methods;
- Applicable federal, state, and local laws, rules, regulations, codes, and/or statutes;
- Policy and procedure development practices; and
- Computers and related software applications.

Skills in:

- Preparing and analyzing a variety of reports;
- Making program decisions based on financial considerations;
- Adapting to rapidly changing environments;
- Conducting research, evaluating findings, and making recommendations based on findings;
- Evaluating statistical data and ensuring data sufficiency;
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and making recommendations in support of goals;
- Managing budgets;
- Developing long-term strategic plans;
- Mediating conflict;
- Using a computer and related software applications; and
- Communication, interpersonal skills as applied to interaction with assigned employees, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Ability to:

- Prioritize and assign work;
- Collaborate with internal departments and external agencies;
- Implement public relations initiatives;
- Interpret and apply applicable laws, rules, and regulations;
- Adapt to rapidly changing environments;
- Perform research related to institutional programs and degrees;
- Communicate clearly through various avenues and with various personnel from various departments and organizations;

- Understand the different needs of those working in the various departments;
- Remain calm in challenging situations;
- Stay focused on the main point while pushing the extraneous aspects to the side; and
- Comfortable with making decisions and taking responsibility for both successes and failures.

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.		Visual Acuity 2 – color, depth perception, field of vision.	
Kneeling – bending legs at knee to come to rest at knees.		Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	
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.	
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.	

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.

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

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