

**FLORIDA STATE COLLEGE AT JACKSONVILLE  
JOB DESCRIPTION, 2019**

**ASSOCIATE VICE PRESIDENT OF ACADEMIC OPERATIONS**

**FLSA STATUS: EXEMPT – PAY GRADE: 29 – A**

**JOB FAMILY: SENIOR ADMINISTRATION    JOB FUNCTION: EXECUTIVE MANAGEMENT**

**GENERAL STATEMENT OF JOB**

The Associate Vice President of Academic Operations provides collegewide senior academic leadership focused on identifying, articulating, and implementing strategic academic projects and processes that advance the College's strategic plan and improve the quality and efficiency of work at every level of Academic Affairs. Emphasis is placed on process improvement and innovation in teaching and learning, academic leadership, academic operations and community connections in support of academics, as well as special projects that frequently arise in Academic Affairs. This position requires effective leadership of assigned responsibilities to meet current needs along with visionary planning to ensure effective future positioning of Academic Affairs.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

Serve as a collaborative member of the Provost's leadership team, fostering a positive culture in support of Academic Affairs.

Design, implement, maintain and coordinate processes that support effective operations in Academic Affairs across the College, including compliance with book adoption processes, centralized course encoding, centralized academic room scheduling, representation of Academic Affairs on the ERP change control committee, and data report development and reporting.

Provide leadership, supervision and oversight of both Academic Operations and the College's Assessment Centers, with a focus on efficient, effective and responsive faculty- and student-focused service.

Conduct regular environmental scan of industry, community and education sectors to make recommendations to the Provost about current opportunities, emerging trends, future positioning, and innovative technology initiatives that will enhance the effectiveness of Academic Affairs.

Provide college-wide leadership in maintaining faculty evaluation practices and coordinating effective collection of student evaluations of academic instruction.

Develop, implement and maintain processes that support high quality staffing and teaching among adjunct faculty, which may include supervision of adjunct faculty as appropriate and needed by the College.

Oversee leadership development for academic administrators, working in collaboration with the College's organizational development unit.

Establish and engage strategic partnerships that benefit FSCJ's academic programs and advance strategic priorities.

Oversee the annual review and updating of the Faculty Handbook in collaboration with faculty and administrative colleagues.

Perform related duties as required.

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### **SUPERVISION RECEIVED**

Supervision is received from the appropriate administrator.

### **SUPERVISION EXERCISED**

Supervision is exercised over assigned staff.

### **MINIMUM QUALIFICATIONS**

Master's degree from an accredited institution supplemented by a minimum of five (5) years of related experience and three (3) years of full-time college teaching, liberal arts, workforce development or student services experience.

### **PREFERRED QUALIFICATIONS**

Doctorate degree from an accredited institution supplemented by a minimum of three (3) years of experience in higher education, preferably a combination of teaching and administrative duties.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of equipment including computers. Involves some physical effort, such as standing and walking, or frequent light lifting (5-10 pounds); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Tasks may involve extended periods of time at a keyboard. Some tasks may involve frequent walking, standing; some lifting and carrying objects of moderate weight (12-20 pounds); and/or the operation of vehicles, office, shop or hand tools in which manipulative skills and hand eye coordination are important ingredients of safe and/or productive operations.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

**Language Ability:** Requires the ability to read a variety of correspondence, reports, forms, tests, documents, etc. Requires the ability to prepare correspondence, reports, forms, records, files, requisitions, etc., using prescribed format. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form; to acquire knowledge of topics related to occupation.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Requires the ability to communicate effectively with co-workers, staff, students and the public.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; to determine decimals and percentages; to utilize college algebra and descriptive statistics.

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**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in operating modern office equipment and machinery.

**Manual Dexterity:** Requires the ability to handle a variety of office machines, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** May not require the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress, imposed by frequent deadlines, peak workload or public/student contact.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

**Environmental Requirements:** Tasks are regularly performed without exposure to adverse environmental conditions.

Effective: 6/19