

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2023**

ASSOCIATE VICE PRESIDENT FOR STRATEGY AND TRANSFORMATION

FLSA STATUS: EXEMPT – PAY GRADE: 29 – A

**JOB FAMILY: ORGANIZATIONAL PLANNING
JOB FUNCTION: EXECUTIVE MANAGEMENT**

GENERAL STATEMENT OF JOB

The Associate Vice President (AVP) for Strategy and Transformation provides college-wide leadership focused on strategic planning and implementation and ensures effectiveness of the College in achieving its mission. The AVP leads the development and implementation of the College's Strategic Plan and ensures the infusion of Achieving the Dream (ATD) principles. This position guides priorities and oversees projects and initiatives that support the mission, vision, and operations of the College.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Serves as a collaborative member of the Vice President for Strategic and Institutional Effectiveness's leadership team.

Leads and coordinates the College's strategic planning and implementation process. Ensures use of a cohesive framework between planning, budget metrics, and budgets. Works with units as they use Strategic Planning Online (SPOL). Assists with the monitoring of strategic metrics and progress towards institutional goals. Collaborates to ensure effective communication of strategic plan to stakeholders.

Collaborates with college units to prepare goals and objectives, and ensures alignment with the College's strategic plan.

Supports communication of the strategic plan throughout the college and community to enable and encourage engagement of appropriate stakeholders.

Coordinates academic and non-academic assessment in accordance with SACSCOC standards. Assists and supports programs and units in establishing, aligning, and integrating assessment practices with college, state, and accreditation agency assessment guidelines, and with other levels of institutional effectiveness efforts at the institution, such as course outcomes, general education outcomes, institutional outcomes, and strategic plans.

Serves as the College's liaison to Achieving the Dream (ATD) and provides leadership and coordination for infusing ATD principles into the College's student success agenda. Chairs the ATD Core Team/Strategic Plan Steering Committee. Submits required ATD reports on the college's implementation, goals and data related to the seven capacity areas. Works collaboratively with core committee leaders to hold summits on data and equity. Recommends professional development that prepares the college community to engage and to address student success needs.

ASSOCIATE VICE PRESIDENT FOR STRATEGY & TRANSFORMATION - Page 2

Provides leadership and oversight for institution-wide grants that are transformational for the entire college.

Provides leadership and oversight for completion of strategic priorities identified by the President and/or members of the President's Executive Leadership Team.

Identifies, recommends, and supports, the implementation of innovative trends gleaned from both inside and outside higher education that support scalable, sustainable efforts to advance the College's mission.

Supervises and evaluates assigned staff; provides mentorship and leadership to staff; completes annual performance reviews and semi-annual check-ins; conducts and manages hiring, training, and supervision of staff. Provides coaching and facilitates professional development opportunities.

Provides college-wide strategic leadership to ensure quality college programs support student success.

Performs other related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the appropriate administrator.

SUPERVISION EXERCISED

Supervision is exercised over assigned staff.

MINIMUM QUALIFICATIONS

Master's degree from a regionally accredited institution supplemented by a minimum of five (5) years of related experience.

PREFERRED QUALIFICATIONS

Doctorate degree from a regionally 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.

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: 1/18

Revised: 02/2019; 11/15/23