

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2017**

ASSOCIATE PROVOST FOR BACCALAUREATE, CAREER AND TECHNICAL EDUCATION

FLSA STATUS: EXEMPT – PAY GRADE: 29 – A

JOB FAMILY: SENIOR ADMINISTRATION JOB FUNCTION: EXECUTIVE MANAGEMENT

GENERAL STATEMENT OF JOB

The Associate Provost for Baccalaureate, Career and Technical Education will provide collegewide oversight for the development, implementation and evaluation of bachelor degree programs, Associate in Science Programs, and related technical certificates. Emphasis will be upon coordinating program development and implementation with academic leaders to ensure college-wide consistency in the processes and procedures relevant to the creation and delivery of these credentials.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Serve as a member of the Provost's leadership team providing guidance and support in all aspects of Baccalaureate Degree Programs, Associate in Science Programs, and related technical certificates.

Provide college-wide oversight for program development, implementation and evaluation for assigned degrees and certificates.

Guide program development process from proposal inception to submission for approval, taking responsibility for facilitating necessary communication between all internal parties, and assisting the Provost with external communication as appropriate.

Work collaboratively with other academic leaders in the development of seamless educational pathways from the AA and AS degree programs to baccalaureate degree programs that ensure adherence to all SACS accreditation standards.

Work collaboratively with appropriate personnel in the College's division of Workforce Education on workforce needs assessment and identification of Associate degree programs that support bachelor degree program development.

Work closely with other academic leaders to coordinate the implementation of baccalaureate programs to ensure statutory and State Board of Education requirements are met.

Make recommendations to the Provost regarding potential new programs and provide assistance to deans and faculty working on program development, including the establishment of timelines, as needed.

Serve as primary contact with the Division of Florida Colleges on program submissions, changes and edits.

Prepare the annual baccalaureate compliance report for submission to the State Board of Education.

Provide academic leaders with assistance and support as needed regarding specialized program accreditations.

Provide college-wide coordination for Baccalaureate and Associate in Science programs, as appropriate, with academic leadership and academic support functions integral to program viability and student success.

Provide the Provost with support in development of program budgets, policy guidelines and procedures.

Assume and assist with Provost duties, as needed. Perform 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 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 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.

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.