

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2024**

ASSOCIATE PROVOST FOR LIBERAL ARTS AND SCIENCES

FLSA STATUS: EXEMPT – PAY GRADE: 29 – A

JOB FAMILY: SENIOR ADMINISTRATION JOB FUNCTION: EXECUTIVE MANAGEMENT

GENERAL STATEMENT OF JOB

The Associate Provost for Liberal Arts and Sciences provides academic leadership and direction for the School of Liberal Arts and Sciences which includes general education, the Associate in Arts degree (the largest academic program at the college), over 30 staff and academic administrators, and over 200 faculty members. This position advances strategic initiatives to improve the quality of teaching and learning, reviews curriculum proposals, supervises and coaches academic deans, reviews and resolves student appeals, reviews and revises college policies, addresses accreditation requirements, contributes to state reports, develops and administers grant projects and programs, develops and monitors budgets and academic equipment requests, and serves on related teams and committees.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Coordinates with other college stakeholders and organizing and/or attends meetings to design and implement project plans, action steps, and identifies/addresses challenges and barriers to success.

Communicates with direct reports, peers, Vice Presidents, and other internal and external stakeholders by reading and responding to email, text, and other messages about routine and high priority operational issues and ensures efficient and effective college operations.

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.

Resolves Finance-Related Appeals and reviews narratives and supporting documentation and renders decisions that are fair, equitable, and in accordance with college policy. Reviews requests for Appeals Committees related to academic appeals.

Contributes to weekly meetings of the Senior Academic Leadership Team and identifies and discusses agenda items to troubleshoot problems, proactively plans, and identifies issues that need to be communicated to other audiences.

Provides leadership and direction on college and School of Liberal Arts and Sciences (SOLAS) projects and priorities and convenes department heads (Deans and Directors) weekly and provides and receives informational updates, reviews key data, conducts proactive planning, identifies problems, and develop solutions.

ASSOCIATE PROVOST FOR LIBERAL ARTS AND SCIENCES - Page 2

In conjunction with other members of the Senior Academic Leadership Team, facilitates meetings of the Academic Operations Team and recommends agenda items, provides critical updates from the Senior Academic Leadership Team, solicits feedback and discussion, and establishes workgroups needed to identify problems, develop solutions, and ensure consistent communication and implementation of policies.

Provides authorization and approval for faculty credentialing, budget expenditures, travel, stipends, release time, OPS contracts, Peoplesoft security, hiring, course additions and cancellations, annual leave, and other requests via paper documents and myFSCJ; ensures compliance with college policies and procedures; and ensures efficient and effective college operations.

Evaluates curricular revisions and indicates support or non-support as input to the curriculum committee and the provost. Contributes to proposal development, completed curriculum proposal reviews, and serves on the Curriculum Committee including at its monthly meetings.

Advances strategic priorities and grant projects for the college and convenes and participates in meetings, tracks and monitors progress, collects data, troubleshoots problems, and devises strategies and solutions to overcome barriers to success.

Utilizes a student-centered planning approach to development of curriculum that prioritizes the interests and aspirations of the individual student.

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 and three (3) years of full-time college teaching, liberal arts, workforce development, or student services 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 in Liberal Arts and Sciences.

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.

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: 6/17

Revised: 3/12/24