

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2015**

PROVOST / VICE PRESIDENT FOR ACADEMIC AFFAIRS

FLSA STATUS: EXEMPT – PAY GRADE: N/A

GENERAL STATEMENT OF JOB

The Provost/Vice President for Academic Affairs provides senior level leadership for the designated areas of learning initiatives, educational partnerships, pre-collegiate studies, upper and lower division curriculum, academic program development, and implementation. The Vice President in this position also provides oversight for compliance with accreditation and agency requirements at the state, regional and federal levels, inclusive of appropriate, ongoing, assessment of learning outcomes. The Provost/Vice President for Academic Affairs additionally champions excellence in teaching and learning by supporting professional development for academic administrators and faculty as well as co-curricular activities for students that enrich the College learning experience. The Provost/Vice President for Academic Affairs serves as a senior management member of the College President's Cabinet and represents the College and the College President at various community, civic, educational, and governmental meetings and conferences as requested.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Provides leadership direction and management for degree and certificate programs (lower and upper division) and the quality of institutional teaching.

Advises the President on all matters concerning Associate in Arts, Associate in Science, Workforce Certificate, and Bachelor degree planning, policy and operations; works with the Cabinet in the final review and approval of the annual course and program scheduling.

Ensures ongoing institutional effectiveness and periodic review of all academic and workforce programs via appropriate assessment of learning outcomes and program viability in support of the College's Strategic Plan. Monitors progress, and guides overall quality improvement in areas of teaching, learning and curriculum.

Encourages and facilitates interdisciplinary teaching, and creative academic program development through the College while making use of new learning technologies and methods.

Provides administrative leadership and organization for all functional academic work units of the College, including Academic Foundations, Liberal Arts and Sciences, Workforce Education and Economic Development, as well as Accreditation and Academic Assessment. Supervises and coordinates the work of all Campus Presidents in support of the "one-college" concept.

Assists academic, credit extension and outreach programs in accordance with the College mission, including accelerated programs and credit for prior learning.

Works with Campus Presidents and the resource development team to identify new sources of revenue that support existing programs, and create and fund new programs that support the mission of the College.

Reviews and analyzes academic departmental organizational and operational responsibilities and budgetary needs; makes recommendations to enhance efficiency and effectiveness of administrative support activities as appropriate.

Promotes and supports diversity on campus that values differences and inclusiveness. Represents the College to appropriate external groups and individuals.

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Coordinates and provides resources and support that enables the faculty, both individually and collectively, to achieve excellence in teaching, scholarship and service, as well as in related pursuits in the degree programs.

Provides leadership in the recruitment, retention and professional development of teaching faculty as well as other professional personnel necessary for the academic mission of the College.

As a member of the Cabinet, works with campus presidents and vice presidents to support the College President in working with the Board of Trustees by preparing progress reports in program areas, and making recommendations for the approval of the College President and Board.

Develops and evaluates academic programs, general education requirements, courses and curriculum.

Works closely with the Associate Vice President for Accreditation to monitor and develop program and institutional accreditation reports and relationships.

Maintains currency in pertinent State Rules and Regulations and communicates approved changes, new directions and opportunities to the College community.

Coordinates the development of innovative new programs, service strategies and identifies opportunities for continuous improvement and growth.

Represents the interests of the College in work with educational and professional associations to which the college belongs. Serves as the College's voting representative to the state Council for Instructional Affairs.

SUPERVISION RECEIVED

Supervision is received from the College President.

SUPERVISION EXERCISED

Supervision is exercised over assigned staff.

MINIMUM QUALIFICATIONS

Requires a doctoral degree from a regionally accredited institution and 10 years progressively responsible administrative higher education experience.

Demonstrated experience in successfully leading and supporting academic programs and faculty.

PREFERRED QUALIFICATIONS

Experience in a regionally accredited community or state college. Teaching experience as faculty within an institution of higher education.

KNOWLEDGE AND CHARACTERISTICS

Strong personal integrity and enthusiasm. A strong commitment to meeting student needs and providing a quality educational experience for all students. A commitment to faculty excellence and support of the teaching, and outreach missions of the College and economic development. An understanding and

appreciation for the role of the state colleges in meeting the needs of the region and state. An understanding of, and commitment to, fiscal responsibility in support of academic and administrative effectiveness and efficiency. A commitment to shared governance.

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

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

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

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc.. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

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

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

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 accurately in operating modern office equipment and machinery.

Manual Dexterity: 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 receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, 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).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: December 2015