

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: ASSOCIATE VICE PRESIDENT FOR ARTS AND SCIENCES

PAY GRADE: A-3

OVERTIME STATUS: EXEMPT

### MAJOR RESPONSIBILITY:

To provide leadership and administrative oversight for the college's liberal arts & sciences division, college dual enrollment, and associate of arts degree program.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

### PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Master's degree required; doctorate preferred.
2. Years of experience in field: Five or more years' progressively responsible experience in higher education academic administration required, preferably overseeing faculty and associate degree programs.
3. Special skills or abilities related to position:
  - Ability to communicate effectively with exceptional written and oral communication skills.
  - Ability to establish and maintain effective working relationships with students, faculty, staff and other constituents of the college and the community at large.
  - Demonstrated commitment and sensitivity to working with faculty, staff, students and community groups of diverse academic, socioeconomic, cultural, disability and ethnic backgrounds.
  - Experience with instructional design and knowledge of instructional pedagogy.
  - Knowledge of state and federal regulatory laws and accreditation standards as they relate to community colleges and the programs administered by this position.
  - Experience with institutional effectiveness, especially with regards to evaluating the effectiveness of academic programs; human resources policies and procedures; strategic planning and program reviews.
  - A proven leader with superior project management and networking skills with strong ability to guide people and work in a collaborative environment in which colleagues share responsibility and credit.
  - Experience building coalitions and partnerships to move programs forward.
  - Ability to handle complex and sensitive assignments.

ESSENTIAL JOB FUNCTIONS:

1. Serve in an instructional leadership role as the administrator/supervisor of a major academic division, working collaboratively with the department chairs, faculty and staff on program and curriculum development, always striving to maintain high academic standards.
2. Facilitate and coordinate the evaluation of full and part-time liberal arts and sciences, department chairs, and instructional support staff.
3. Coordinate with other campus offices on regular and ad hoc college-wide issues that relate to academic programs, processes, and procedures.
4. Represent the college on state, regional and local committees as it pertains to academic issues, policies, and procedures.
5. Act as liaison for the Office for Academic Affairs with respect to instructional classroom technology and instructional data collection issues.
6. Manage budgetary/reporting requirements for the division of Liberal Arts & Sciences, and related budgetary departments.
7. Resolve student problems related to academic complaints, appeals, waivers, etc. by working closely with the department chairs and the vice presidents for Academic Affairs and Student Affairs.
8. Facilitate academic program reviews, liberal arts and sciences state program reviews, and carry out state mandates and requirements.
9. Monitor and evaluate enrollments, completions, operating costs, placement and follow-up reports, and recommend changes as appropriate.
10. Work with department chairs and program managers to maintain a central pool of applicants for adjunct positions.
11. Assist with grant applications and monitoring.
12. Other duties as assigned by the Chief Academic Officer.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.

ENVIRONMENTAL CONDITIONS

- Works inside in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Ocala Campus

SUPERVISOR OF POSITION: Vice President for Academic Affairs