



Staff Job Description

DATE	POSITION #	POSITION TITLE
6/13/2019	FA9803	Associate Vice President for Academic Affairs

DIVISION	DEPARTMENT	PAY TABLE/LEVEL/GRADE	REPORTS TO:
Academic Affairs	Academic Affairs	Admin 10	FA9988

STATUS: Please select the appropriate boxes that apply.

Regular/Continuing: <input checked="" type="checkbox"/>	Bargaining Unit: Choose an item.	Non-Bargaining: <input checked="" type="checkbox"/>	Provisional/Grant Funded: <input type="checkbox"/>	Temporary/Limited Duration: <input type="checkbox"/>
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Individual Position: <input checked="" type="checkbox"/>	Full-Time (40 hrs/wk): <input checked="" type="checkbox"/>	Part-Time: <input type="checkbox"/> ____ Hrs/Week	Pooled Position: <input type="checkbox"/>	Type here # of Employees if this position is pooled.
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JOB SUMMARY: This section should summarize the overall purpose (“mission”) of this job in 1-4 sentences. Briefly describe the primary reason the job exists at LCC.

Reporting directly to the Provost/Senior Vice President of Academic Affairs, the Associate Vice President for Academic Affairs (AVP) leads, coordinates, and/or assists with the development, implementation, and evaluation (for continuous improvement) of all Academic Affairs initiatives, processes, and operations.

DIRECT REPORTS: If this is a supervisory position (authority to hire, assign, discipline, approve timesheets), list position #s of those supervised).

FS9948, FA9592, FA9687, FA9688, FA9605, TFA029, FA9850, FA9978

ESSENTIAL DUTIES AND RESPONSIBILITIES: Identify and describe the essential duties and responsibilities, i.e., what actions are done and what are the expected results. Most jobs can be described using 5-10 statements. List in priority order, beginning with top priority/must get done, with approximate percent for each (e.g. 20% 1. Reconciles grand fund expenditures to balance monthly budget). “Other duties, as assigned,” are implicit in all position descriptions.

%	NO.	Essential Duties and Responsibilities
30	1	Provides direct oversight and leadership responsibilities for: <ul style="list-style-type: none"> • program development, review, and discontinuance; • assessment of student learning; • service learning; • articulation agreements;

%	NO.	Essential Duties and Responsibilities
		<ul style="list-style-type: none"> • policy review and development; • Perkins; • program advisory committee membership and meetings; and • faculty professional development (including Sabbaticals).
20	2	<p>Assists in the management of key project areas including:</p> <ul style="list-style-type: none"> • new Academic Affairs initiatives; • institutional and program accreditation; • curriculum review and development; • e-Learning; • College/university partnerships; • partnerships with business and industry; and • community and other forms of outreach.
20	3	<p>Collaborates with faculty and staff assigned to these areas to ensure alignment with Academic Affairs goals and objectives:</p> <ul style="list-style-type: none"> • enrollment management; • student recruitment; • student retention and success, including degree and certificate completion; • developmental education; • advising; • assessment and placement;
20	4	<p>Serves as a member of the College's Executive Leadership Team, the Provost's Cabinet, and other leadership bodies and college-wide teams and councils.</p>
5	5	<p>Represents the Provost in various internal and external arenas; has the Provost's functional authority (where and when applicable) in the Provost's absence; and assists the Provost in various Administration-Faculty liaison efforts, including those pertaining to the Academic Senate and the Faculty Union.</p>
3	6	<p>Serves as the college's Accreditation Liaison Officer (regarding the college's Higher Learning Commission-related accreditation efforts); and oversees the college's Perkins Grant, representing the college as necessary on internal and external Perkins-related bodies.</p> <p>Monitor and support academic divisions' processes for programs requiring third party accreditation.</p>
2	7	<p>Oversees and supports the Center for Teaching Excellence; oversees and supports the college's various e-Learning initiatives, processes, and operations. Maintains currency relating to national research and best practices in teaching and learning. Timely completion of performance reviews.</p>

CORE COMPETENCIES: Record the knowledge, skills and abilities necessary to perform the essential functions of this position. Provide descriptions of core competencies below (e.g. communication, customer service, decision-making, leadership, problem-solving, etc.). An incumbent or applicant must be able to demonstrate and results must be measurable.

- Demonstrated ability to think critically, creatively, and independently.
- Demonstrated commitment to faculty professional development.
- Demonstrated commitment to student success.



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CORE COMPETENCIES: Record the knowledge, skills and abilities necessary to perform the essential functions of this position. Provide descriptions of core competencies below (e.g. communication, customer service, decision-making, leadership, problem-solving, etc.). An incumbent or applicant must be able to demonstrate and results must be measurable.

- Demonstrated understanding of e-learning best practices.
- Outstanding oral and written communication skills.
- Demonstrated ability to work well with and build relationships with faculty, administrators, staff, and students.
- A deep respect for higher education and a demonstrated commitment to the ideals and mission of community colleges.
- Demonstrated commitment to diversity.
- A high level of curiosity, and a demonstrated ability to be creative and to engage in innovative thinking while not violating standards, rules, or ethical modes of conduct.
- A strong understanding of theories and practices concerning institutional effectiveness, institutional research, and/or strategic planning. Experience in one or more of these areas is a plus.

EDUCATIONAL/EXPERIENCE REQUIREMENTS: Identify the education and/or equivalent combination of education and experience, plus additional specific years of experience, certifications, licenses and/or special training required to perform the essential functions of this job.

Required

- Master's degree from a regionally accredited college or university required.
- College-level teaching experience.
- Experience and/or knowledge of academic operations.
- Demonstrated experience at successfully managing a staff.
- Demonstrated knowledge of current best practices in teaching and learning.
- Experience with or a strong understanding of trends in alternative paths for degree or certificate completion (e.g., credit for prior learning experience).
- Experience or familiarity with non-credit courses and programs.
- Experience with community engagement.
- Demonstrated ability to lead cross-functional teams.
- Experience in successful project management, or, a demonstrated ability to engage in successful project management.
- Experience with higher education accreditation.

Preferred

- Doctoral degree from a regionally accredited college or university preferred.
- Successful experience at a director's or dean's level (or similar leadership position) or higher.

PHYSICAL AND MENTAL REQUIREMENTS: Complete the physical and mental demands on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Mobility around the LCC campus is a normal part of the position's functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Go to the ADA Checklist

WORK ENVIRONMENT: Complete the work environment characteristic on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Go to the ADA Checklist

SIGNATURES

Supervisor's Name: Type here

Supervisor's Signature: _____ **Date:** _____

Dean/ELT's Name: Type here

Dean/ELT's Signature: _____ **Date:** _____

HR Rep: Sydney Glasscoe

HR Rep Signature: *Sydney Glasscoe* **Date:** 6/14/19



Staff Job Description

ADA COMPLIANCE JOB DESCRIPTION CHECKLIST *(The immediate supervisor is responsible for completion of this form. Fill in more information as need that apply to the essential job duties for the attached job description.)*

Position #: FA9803

Date: 6/13/2019

Supervisor's Position #: FA9988

Materials Used:

- Computer keyboard, mouse, screen
- Various software
- Telephone, cell phone, mobile device
- Paper and pencil/pen
- Projector or other audiovisual equipment
- Copier, scanner, fax
- Carpentry equipment
- Electrical equipment
- Plumbing equipment
- Other: [Click or tap here to enter text.](#)

Mental Functions:

- Comparing (compare/contrast data, people, other data)
- Synthesizing (combine data, concepts, interpretations)
- Computing (math calculations or carrying out formula operations)
- Compiling (gathering, classifying, evaluating data, people, other data)
- Copying (entering, posting, transcribing data)
- Analyzing (examining, testing data, presenting alternatives)

Audio/Visual/Aural Functions:

- Talking (expressing ideas, thoughts, language, conveying details accurately and clearly)
- Hearing (receive details through oral communication, make fine differences in sound with other sound interference)
- Near acuity (at 20 inches or less when accuracy is essential)
- Far acuity (more than 20 inches when day and night/dark conditions are essential)

- Depth perception (3 dimensional vision, judge distances, space)
- Color vision (distinguish colors)
- Field of vision (up/down and right/left)
- Flavors & odors (distinguish similarities, differences, intensities, qualities using tongue & nose)

Movement, Strength, Repetition Functions:

- Climbing
- Kneeling
- Reaching
- Balancing
- Crouching
- Grasping
- Stooping
- Crawling
- Picking/Typing/Keyboarding
- Sedentary (exert up to 10 lbs of force to lift, carry, push, pull, move objects; sit most of time)
- Light (exert up to 20 lbs of force to lift, carry, push, pull, move objects; walk/stand occasionally)
- Medium (exert 21-50 lbs of force, walk/stand frequently)
- Heavy (exert 51-100 lbs of force, walk/stand routinely)
- Very Heavy (exert over 100 lbs of force, walk/stand routinely)

Environmental Conditions

- Weather (rain, snow, wind)
- Extreme cold (inside, outside)
- Extreme heat (inside, outside)
- Confined/restricted spaces
- Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation)
- Vibrations
- Extreme noises