



## Assistant Vice President for Academic Affairs

Academic Affairs

AA/4

### JOB SUMMARY

This position is responsible for planning and oversight of projects and special academic programs to advance the academic mission of the College. The Assistant Vice-President strategically advances the priorities of Academic Affairs through collaborative partnerships with faculty, staff and students, maintaining our commitment to sustainable academic quality.

### MAJOR DUTIES

- Represent the Provost, as appropriate, in researching and resolving confidential problems and complaints from students, faculty and other constituents when resolution is not achieved at lower levels.
- In the absence of the Provost, act on behalf of the Provost as necessary to continue the operations of the office of Academic Affairs.
- Provide oversight to various academic areas as assigned by the Provost.
- Coordinate student academic grievance procedures in cooperation with the appropriate committee(s).
- Compose and revise policies, procedures, guidelines and other documents that have as their initiating authority the Office of Academic Affairs.
- Interpret and disseminate information related to College policies.
- Research SACS policies, procedures and guidelines to assist entities reporting to the Office of Academic Affairs.
- Assist faculty with new academic program development that requires approval and maintain a matrix that tracks program development at all stages.
- Assist with the development of faculty training materials, such as the Faculty Handbook.
- Provide coordination for the retention, tenure and promotion process.
- Assist the Provost with faculty grievances that move through the Office of Academic Affairs.
- Cooperate with College legal counsel as it affects Academic Affairs when requested.
- Serve as a representative of the Provost at various functions on campus and in the community.
- Work closely with the Provost on any task required for efficient functioning of the Academic Affairs Office.
- Performs related duties as assigned.

### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of national, state and local issues related to post-secondary education.
- Knowledge of University System of Georgia Board of Regents policies, procedures, practices, requirements, and reporting structures.
- Knowledge of Southern Association of Colleges and Schools (SACS) accreditation policies, procedures, practices, requirements, and reporting structures.
- Knowledge of related federal policies, procedures, regulations and laws.
- Knowledge of program curriculum review and development, program assessment, and student learning outcomes and assessment.
- Knowledge of shared governance principles.
- Knowledge of budget development and management principles.
- Skill in the delegation of responsibility and authority.
- Skill in collaborating with multiple constituents.

- Skill in the operation of computers and job related software programs.
- Skill in decision making and problem solving.
- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.

### **SUPERVISORY CONTROLS**

The Provost/VP of Academic and Student Affairs assigns work in terms of college goals and objectives. The supervisor reviews work through conferences, reports, and observation of college activities.

### **GUIDELINES**

Guidelines include college policies and procedures; University System of Georgia policies and procedures; SACS accreditation standards and requirements; college statutes and bylaws; and federal requirements. These guidelines require judgment, selection and interpretation in application.

### **COMPLEXITY/SCOPE OF WORK**

- The work consists of varied management duties. The variety of tasks to be managed contributes to the complexity of the position.
- The purpose of this position is to direct the academic affairs functions of Darton State College. Success in this position contributes to the success of all college operations.

### **CONTACTS**

- Contacts are typically with co-workers, other college personnel, faculty, staff, students, vendors, elected and appointed officials, representatives of other colleges and universities, alumni, business and community leaders, representatives of the Board of Regents, and members of the general public.
- Contacts are typically to give or exchange information, to resolve problems, to motivate or influence persons, or to justify, defend or settle matters.

### **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office.

### **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position has direct supervision over Director of Learning Resource Center (1), Director of Institutional Effectiveness (1), Director of Institutional Research (1), and Director of Grants (1), Director of Child Care Resource and Referral (1), and Senior Administrative Assistant (1).

### **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with the completion of a doctoral degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.