

Job Description

Position Title: Vice Provost for Academic Affairs

Job Family: Executive Administration

Job Level: Executive Administrator

FLSA Status: Exempt

Salary Grade: 11

Position Summary:

The Vice Provost for Academic Affairs supports Academic Affairs in the achievement of the academic and College-wide mission and vision of Pima Community College leading to the success of all learners.

The Vice Provost assists the Provost in monitoring academic program success and highest standards of excellence throughout the College. This position works on behalf of the Provost to inventory, support, monitor and lead activity on projects, initiatives, and decisions within academic affairs, as well as positioning academic affairs to successfully and collaboratively work cross-functionally with all other units. As appropriate, represents the Office of the Provost at meetings, presentations, and forums across the College and with external stakeholders. In addition to specific initiatives, the Vice Provost will contribute to the academic transformation of the College.

The Office of the Provost is responsible for the integrity and success of the following areas: Curriculum, Assessment, program viability (CQI), DEI, Dual Enrollment, Faculty Affairs & Development, the Teaching & Learning Center, Faculty Qualifications, Faculty Services and Resource Centers, ABECC, PimaOnline, All Academic Programs/Divisions (Deans), Accreditation, Guided Pathways, College-wide Scheduling.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Plan and implement strategic program goals, objectives, policies, procedures and oversee the Academic Affairs department for the College
2. Develop and implement short and long-range strategic plans to advance the Academic Affairs department.
3. Providing operational oversight for college wide curriculum
4. Manages and directs the activities of the Curriculum & Quality Improvement Office department
5. Oversees budgeting, accounting, and financial reporting activities for assigned departments as needed.
6. Represents the Provost at meetings or events as appropriate; conducts meetings, responds to questions; follows-up with administrators, staff, faculty, and community; assists in creating multiple cross-functional committees throughout the College; follow-up with team members regarding tasks; and ensures accountability of others in initiative tasks
7. Ensures compliance with College policies and state and federal laws in regards to accreditation and academic programs.
8. Builds strong collaborative relationships with other units on campus, including with other deans, enrollment services, administration and finance and others to develop, enhance, and expand self-support programs

9. Supports the selection, training, and motivating of faculty and staff. Supervise employees, including prioritizing and assigning work.
10. Identifies and assesses current and future organizational development needs through process analysis and collaboration with senior management to meet College objectives.
11. Oversees employee hiring, corrective action, disciplinary and termination recommendations as necessary.
12. Responsible for identifying, developing, and refining academic action plans; monitoring key metrics; and assisting in the decision-making for academic functions. Directs and supervises the collection and review of data and the preparation of a variety of reports, statements, and communications.
13. Participates in special studies and recommending improvements to department practices, policies, and processes.
14. Develops appropriate metrics and tracking mechanisms to measure overall department effectiveness and individual programs.
15. Represents the College to the community and outside organizations and creates position strategic relationships.
16. Engages in a program of professional improvement in order to remain current in the area of responsibility.
17. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices.
2. Skill in people leadership and supervision.
3. Skill in effective communication (both written and oral).
4. Skill in independent decision making.
5. Skill in positive productive, and flexible customer service.
6. Skill in budget/resource management.
7. Ability to develop and maintain effective and positive working relationships.
8. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results.

Supervision:

- Executive Level Leadership. Supervises work of other managers, including planning and reviewing work.

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- **Organizational Culture:** Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- **Governance, Institutional Policy, and Legislation:** Allows impact on the guidelines that determine how the College operates.
- **Institutional Leadership:** Provides the opportunity to provide leadership across the institution. Leading by example and supporting team building.
- **Information and Analytics:** Allows ability to be a data leader. Provides a holistic representation of College's performance as well as data trends or issues.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Master's degree in related field required
 - Doctorate degree in related field preferred
 - Ten (10) years of related experience required
 - Six plus (6+) years of related experience with supervisory experience preferred
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to position or transport light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Works some evenings and weekends
- Pre-employment Background Check Required