

Seward County Community College
Structured Compensation - Job Description
VP of Academic Affairs

Data Year: 2018

Prepared On: 04/03/2019

Department:	Academic Affairs	Grade:	17
Reports To:	President	Classification:	Executive
Supervises Direct:	7	Supervises Indirect:	80 Full time
Approved By:	K. Trzaska	Effective Date:	01/10/2008
		Revised Date:	04/03/2019

Role:

The Vice President for Academic Affairs (VPAA) provides leadership for and demonstrates a commitment to teaching excellence, student learning, and workforce development. The VPAA facilitates collaboration throughout the college community to enhance student access, achievement, retention, and completion. The VPAA coordinates, defines, and communicates integrated plans for the growth and development in all instructional areas. The position has close day-to-day interaction with the executive team, instructional team, deans, division chairs, and directors of instructional programs and student support services, assessment and institutional research.

Essential Functions & Responsibilities:

- E 20% Facilitate the achievement of academic, workforce, and continuous quality improvement priorities established through the strategic planning process. Develop and implement activities both strategic and operational.
- E 15% Assess the quality of academic programs and academic affairs operations. Facilitate changes in academic programming, processes, and procedures.
- E 30% Collaborate with college constituents to identify goals, strategies, and metrics to achieve desired organizational results in areas of student learning, retention, completion and satisfactory student progress. Provide leadership for institutional committees and teams impacting instruction, student learning, accreditation, compliance, strategic planning, institutional effectiveness, and institutional research.
- E 15% Provide leadership in and a commitment to collaboration and partnerships such as concurrent enrollment, articulation agreements, business and industry partnerships, including partnerships with K-12 and other higher education institutions.
- E 10% Facilitate budget development and management for academic programs, support areas, adult education, research and assessment, business and industry, and grants.
- E 10% Provide supervision and mentoring for the Dean of Allied Health, Dean of Instruction, Dean of Industrial Technology and Community Education, Director of the Library, Director of Outreach, Instructional Designer, Data Analyst, and the Director of Business and Industry.

Performance Measurements:

1. Collaborate as a team member of the executive team, institutional departments and divisions. Provide leadership in interpretation of college policies and procedures. Serve in a leadership capacity with state, federal, local agencies, and personnel.

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2. Facilitate the achievement of academic priorities established through the strategic planning process. Develop and implement educational activities both strategic and operational, including metrics to track and evaluate progress.
3. Assess quality of program operations. Modify existing program services or create new program offerings to maintain or enhance program standing. Facilitate changes in academic programming, processes, and procedures. Set and communicate program priorities and performance standards and assess operations using these criteria. Provide for academic program quality assurance reviews and address areas in need of attention. Determine program feasibility and potential and review/revise process involved in program revitalization and discontinuation.
4. Collaborate with college constituents to identify goals, strategies, and metrics to achieve desired organizational results in areas of student access, retention, completion and satisfactory student progress.
5. Provide leadership for institutional committees and teams impacting instruction, student learning, accreditation, compliance, strategic planning, institutional effectiveness, and institutional research.
6. Provide supervision and mentoring for the Dean of Allied Health, Dean of Instruction, Dean of Industrial Technology and Community Education, Director of the Library, Director of Outreach, Instructional Designer, Data Analyst and the Director of Business and Industry.
7. Facilitate budget development and management for academic programs, support areas, adult education, research and assessment, business and industry, and grants.
8. Direct all accreditation processes for the College, act as lead author for all accreditation reports and serve as the HLC Accreditation Liaison Officer.
9. Direct all institutional research functions including institutional effectiveness, strategic goal measures, state and federal reporting, accreditation reporting, and Kansas Board of Regents performance agreements.
10. Provide leadership in curriculum matters, course scheduling, catalog development, alignment of curriculum with state requirements, culturally responsive instruction, and practices for educating diverse students.
11. Lead college efforts in assessment of student learning.
12. Oversee professional development and growth of Academic Deans, Division Chairs, Directors and faculty.
13. Demonstrate leadership in and a commitment to conflict resolution for employees and students.
14. Participate in legislation and state academic groups; and assure compliance with degree and certificate requirements.
15. Provide leadership in and a commitment to collaboration and partnerships such as concurrent enrollment, articulation agreements, business and industry partnerships, including partnership with K-12 and other higher education institutions.
16. Ensure assessment of student learning, accreditation, institutional research reporting, KBOR Performance agreements, and other compliance and grant reporting are completed accurately and on time.

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17. Responsible for the oversight and operation of the Nuventive Improve database, ensuring the information is up to date for student learning, strategic planning and program review reporting.
18. Provide data analysis and information management support for the Office of Assessment and Research.

Knowledge and Skills:

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| Experience | At least ten years similar or related experience. |
| Education | A Master's degree is required; Doctorate degree is preferred. |
| Interpersonal Skills | The ability to motivate or influence others is a material part of the job, requiring a significant level of diplomacy and trust. Obtaining cooperation (internally and/or externally) is an important part of the job and a high level of interpersonal skills is critical to the success of this position. Work frequently involves contacts requiring considerable discussion of problems, material presentations, and resolving issues impacting departments or divisions. |
| Other Skills | <p>Knowledge:</p> <p>Demonstrated experience in applying technological solutions to enhance teaching, learning and student support.</p> <p>Use of business intelligence tools to drive performance, efficiency and agility.</p> <p>Ability to orchestrate distributed leadership & leverage talent within and outside the College to achieve mission and goals.</p> <p>practiced in interest-based versus position-based negotiation/communication.</p> <p>Visionary and strategic in promoting excellence in teaching and learning.</p> <p>Experience working with a variety of boards, agencies, politics and personalities.</p> <p>Continuous Quality Improvement practice.</p> <p>Economic and workforce development.</p> <p>Creative Mindset and forward thinking.</p> <p>Current in community college best practices and strategies for transformation.</p> <p>Skills:</p> <p>Communicate expectations and goals clearly.</p> <p>Leading, supervising and managing dynamic teams.</p> <p>Leading accreditation processes, program review, and assessment of student learning.</p> <p>Systems thinking, flexibility, and ability to transfer executive level skill set to varying initiatives.</p> <p>Manage complex projects to completion.</p> <p>Facilitate organizational development and change with effective collaboration of participants.</p> <p>Monitor changes in regulations, policies and technology.</p> <p>Knowledge of data analytics and application of information to assist in data-informed decision-making.</p> <p>Provides servant leadership.</p> |

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Abilities:

Real world thinker with a broad, forward-thinking perspective.

Thoughtful risk-taker/problem-solver.

Collaborative, creative thinker, open to new ideas.

An authentic personality who is approachable and honest.

A trustworthy, team-player who has high integrity.

Passion for student success and the community college mission.

Commitment to transparency, integrity, collaboration, communication and ethical behavior.

Superb interpersonal skills, ability to listen, collaborate and inspire others to come together in order to achieve common goals.

**Physical
Requirements**

Physical requirements are based on an 8 hour work day and may vary slightly.

Sitting for a period of 2 hours at one time and up to 4 hours a day

Standing for a period of 1 hour at one time and up to 2 hours a day

Walking for a period of 1 hour at one time and up to 2 hours a day

Lifting up to 50 lbs occasionally

Carrying up to 50 lbs occasionally

Bending, squatting, climbing and reaching above shoulder level occasionally

Drives college car or personal car occasionally for travel.

Keyboarding up to 3 hours per day.

Exposure to temperature changes when moving between buildings occasionally.

Exposure to dust, fumes and gases and moving machinery when visiting Industrial Technology Campus.

Work Environment

Regular exposure to favorable conditions such as those found in a normal office.

Occasionally may be exposed to industrial environment odors, noises, etc. Travel will occur including occasional overnight and conference attendance.

Disclaimer:

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, and at no time does the job description constitute a contract. The college may exercise its employment-at-will rights at any time.

This Job Description is not a complete statement of all duties and responsibilities comprising the position.

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Printed Employee Name

Date

Employee Signature