

## **South Texas College Job Description**

**Job Title:** VICE PRESIDENT FOR ACADEMIC AFFAIRS  
**Department:** Academic Affairs  
**Reports To:** President  
**FLSA Status:** Exempt  
**Prepared Date:** September 6, 1999; Revised August 13, 2004; Revised July, 2008

### **SUMMARY**

The Vice President for Academic Affairs serves as the chief academic officer for the College and leads all academic and curriculum related programs and services. The Vice President is ultimately accountable for the quality of the institution's academic, workforce and developmental educational programs. The Vice President has the responsibility for the ongoing transformation to a learning-centered college and focusing faculty and staff commitments toward student learning and success.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Serves as the chief instructional officer for the College and has the responsibility for the College's strong, academic, workforce, and developmental educational programs.
2. Promotes a learner-centered philosophy and the focusing of faculty and staff commitments toward student learning and success
3. Fosters curricular and teaching innovation and the use of technology for program development and other educational initiatives
4. Assesses the quality and effectiveness of all instructional programs and formulates plans for continued improvement
5. Promotes inter-institutional cooperation with four-year institutions and public school districts
6. Recommends and maintains instructional budgets and develops and maintains policies in the areas of instruction
7. Ensures compliance with accreditation requirements
8. Leads the recruitment and development of a well-qualified, professional and caring faculty
9. Collaborates with business and industry community, and educational partners for the development of high quality instructional programs
10. Represents the College in the community and with regulatory agencies, local boards, and advisory councils
11. Performs other duties as assigned

### **SUPERVISORY RESPONSIBILITIES**

Supervises all instructional staff, including Deans and Campus Administrators

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Demonstrated ability to provide leadership in the implementation of change and the focus on student outcomes and success
2. Ability to effectively lead the academic-transfer, technical and developmental education programs in a multi-campus environment
3. Strong communication, problem solving, interpersonal and mediation skills

4. Strong commitment to teaching excellence and standards of quality and integrity for all instructional programs
5. Substantial instructional administrative experience and expertise
6. Team player with ability to work collaboratively with faculty, program chairs, and deans
8. Demonstrated ability to manage fiscal resources
9. Ability to lead development of new and effective instructional methods supported by the innovative use of technology and distance education
10. Sensitivity and ability to function effectively in a multi-cultural community

#### **EDUCATION and/or EXPERIENCE**

\* Master's degree required with Doctorate preferred.

\* Must have strong academic leadership experience, a commitment to academic quality, and the ability to address the challenges and opportunities of a growing open-door institution.

#### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, students, public groups, and/or boards of trustees.

#### **REASONING ABILITY**

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with a variety of abstract and concrete variables.

**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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.