State College of Florida, Manatee-Sarasota
Job Description

Job Title: Vice President, Academic Quality and Success
Reports to: President
FLSA Status: Exempt
Level: 219
Position Class:

Job Summary:
This position serves as the Chief Academic Officer of the College, with responsibilities for providing highly effective leadership in the administration, planning, budgeting, evaluation and support of all the instructional credit and non-credit programs, activities, and personnel, and assuring measurable success in academic and institutional effectiveness.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job.

Applicants may be asked to demonstrate any or all of the following duties:

1. Provides leadership for College-wide instructional, learning resource and institutional effectiveness initiatives, by identifying, and recommending appropriate courses of action to the President. Facilitates the College’s Institutional Effectiveness Plan, using good interpersonal skills, being decisive, but with respect for different views and opinions.

2. Recommends employment of an engaged and diverse faculty and support personnel who mirror the student population; assigns personnel, allocates resources, formulates and determines staffing needs and priorities; assures professional development of faculty and staff to maintain standards of excellence, and approves credentialing requirements for faculty.

3. Provides leadership in the development and approval of strategic plans, annual plans and annual reports for academic affairs and institutional effectiveness functions. Provides continuous evaluation to assure the effectiveness of the mission and strategic plan of the College.

4. Leads the formulation and recommendation of annual budget requests, meets productivity goals, and assumes responsibility for operating within approved budget.
5. Provides entrepreneurial leadership in developing and expanding all forms of educational programs and academic support services, including e-learning, that impact educational growth and development of a diverse student population, while increasing the institution’s effectiveness and efficiency. Creates and implements customer focused schedules for all post-secondary offerings.

6. Works collaboratively with campus administrators to develop programs and services that promote academic excellence, recruitment, equity, retention and student success.

7. Provides leadership for all economic, work force development and continuing education programs. Assesses the needs to ensure that appropriate training programs and classes are provided to meet the community’s need for economic and work force development, occupational skills, adult basic education, and community services.

8. Initiates needed changes in the instructional area to keep State College of Florida, Manatee-Sarasota on the cutting edge, growing and innovative in meeting the learning needs of the students and community, to include service learning, learning communities and international education. Directs the development, staffing and evaluation of educational credit and non-credit programs in the support of identified current and emerging needs.

9. Maintains close contact with state and national professional organizations, including the Southern Association of Colleges and Schools (SACS), as well as other colleges and universities in order to remain on the cutting edge with educational development, theory, research and programming. Engages actively in professional development, training and additional education relevant to the performance of essential duties of the position.

10. Builds relationships within the College service area, in order to identify needs, challenges and opportunities which pertain to the College’s mission and to develop partnerships necessary to respond. Takes proactive approach to collaborative programs with wide variety of stakeholders.

11. Promotes a spirit of collegiality among instructional departments and other division of the College. Works collaboratively with all areas of the College community in areas of mutual concern to insure that the institution is a vital force in the community, fulfilling its role as a primary provider of higher education in its service area.

12. Initiates, implements, and evaluates articulation agreements and partnerships with other colleges, universities, and school systems.

13. Recommends plans, policies and procedures that enhances education programs and other services related to all instructional areas and the College’s Institutional Effectiveness Plan.

14. Collaborates with the Vice President of Student Development and Enrollment Services to establish and manage enrollment strategies to build and retain enrollment to fulfill College goals.

15. Facilitates the development and institutionalization of the College’s comprehensive Institutional Effectiveness Plan.
16. Prepares and authors major analytical reports for both internal and external dissemination and conducts studies, and outcome assessments that evaluate the efficiency and effectiveness of college-wide programs/services.

17. Insures the accuracy and timeliness of data supplied in response to federal, state and local reports, and to internal and external requests for institutional data.

18. Supervises, coaches and evaluates academic affairs deans, directors, and other staff as assigned.

**Job Qualifications:**
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.

- **Education/Experience:**
  Earned Doctorate from an accredited university required; ten or more years’ related experience required; some additional formal leadership training programs may be considered for related experience.

- **Supervisory Experience:**
  More than five years of direct supervisory experience is required for this position.

- **Language Ability:**
  Ability to read, analyze, and interpret scientific and technical journals, financial reports, and legal documents. Ability to respond to technical questions and/or complaints from College leadership, customers, regulatory agencies, or members of the community.

- **Math Ability:**
  Knowledge of mathematical concepts such as probability and statistical inference to ensure a thorough understanding of the various research methodologies and implications of the educational studies relevant to fulfill the essential duties and responsibilities of the job.

- **Reasoning Ability:**
  Ability to define problems, collect data, establish facts, and draw valid conclusions to translate theory, research and assessment results into practice.

- **Computer Skills:**
  Working knowledge of word processing, spreadsheets, database, e-mail, and reports retrieval software.

- **Certificates and Licenses:**
  None required
**Responsibility for People and Property:**
Supervises academic affairs deans, directors, and other staff. as assigned.

Responsible for budgets for all areas under academic quality and success division.

Responsible for academic equipment and materials acquisitions.

**Responsibility for Communication:**

- **Internal Contacts:**
  This position has routine contact with State college of Florida, Manatee-Sarasota students, faculty and staff. Provides and maintains mobile device services and is accessible by mobile device to the College at all times, except during duly authorized holidays and approved vacation, personal or sick leave.

- **External Contacts:**
  This position has periodic contact with Board of Trustees, when delegated by the President, and routine contact with representatives from higher education, county school boards, and technical centers. This position has occasional contact with media reporters.

**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 employee is occasionally exposed to wet or humid conditions (non-weather) and outdoor weather conditions.

The noise level in the work environment is moderate.

**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 routinely required to talk or hear. The employee is frequently required to sit, use hands and fingers and reach with hands and arms. Occasionally required to stand, walk, climb or balance; stoop, kneel, crouch, or crawl, and lift up to 10 pounds. Special vision requirements include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

**General Performance Standards and Expectations:**
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. **Mission and Goals:** Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.
2. Customer Service: All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. Grooming and Appearance: State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. Safety Awareness: State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. Attendance Standards: State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

**Approvals:**

This job description has been reviewed and approved by the leaders whose signatures appear below.

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