Job Description

Job Title:	Assistant to the Vice President	**Grade:**	O
Department:	Learning & Workforce Development	**FLSA:**	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

This position is responsible for budget prep and the day-to-day oversight of the entire Learning Unit Budget. This position also brings a strategic perspective to the Learning Unit by facilitating and preparing multi-year operational plans and sustainable new programs plans, as well as long-term equipment, technology and campus expansion plans. In doing so, this position requires strong alliances with other units at the College, such as Budgeting, Facilities, ITS, Planning and Research, and Grants/Foundation, in support of the Learning Unit's goals and objectives.

Characteristics Duties and Responsibilities:

1. Facilitates annual budget prep process and is responsible for the day-to-day oversight of all Learning Unit budgets.
2. Compiles, analyzes and summarizes financial information on the State and institutional budgets; prepares budget reports for senior management.
3. Serves as the chief liaison between the Learning Unit and CPCC Budgets and Payroll; collaborates on budget revisions and reporting.
4. Coordinates and provides training on budget management for Learning Unit account managers, including but not limited to: generating reports in Ellucian, monitoring expenditures and year-end procedures, and budget management processes and procedures.
5. Advises the divisions and departments on accounting policies, procedures, training opportunities, and deadlines; answers questions to complex financial issues.
6. Monitors, forecasts, identifies, and transfers resources within the Learning Unit to ensure appropriate usage and funding to accomplish goals/objectives.
7. Assists campus deans with mapping out new or renovated space needs by facilitating program planning and design meetings.
8. Leads management team to identify new program and market opportunities that reflect ongoing market trends and needs; evaluates the feasibility of proposed programs and initiatives; researches and identifies sources for funding; serves as a resource for faculty, staff and administrators for questions and concerns related to new programs or initiatives in the Learning Unit.
9. Analyzes and tracks student data (enrollment, FTE, graduation and retention rates) against program cost/ROI data to and makes recommendations regarding new and existing programs.
10. Provides leadership in the effective and efficient operation of the Learning Unit.
11. Tracks status of on-going projects; analyzes issues and challenges; coordinates with project team members to ensure projects are successful implemented and on time.
12. Facilitates, prepares, and updates strategic operational, programmatic and budget plans for the Learning Unit.
13. Standing member of the Learning Council and the VPLWD's leadership team; represents the Learning Unit on mission-critical committees at the College; builds strong alliances with other units at the College in support of the Learning Unit's goals and objectives.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade. Updated August 2014

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14. Performs other duties as assigned.

Reporting Relationships:

Direction Received: Reports to the Vice President of Learning
Direction Given: Direct supervision of assigned staff

Minimum Requirements:

Master's Degree from a regionally accredited institution in Business Administration, Education Administration or related field. Seven years of increasingly responsible work experience in the areas of academic administration, project management, and budget, finance or accounting management.

Preferred Qualifications:

Three years of supervisory experience

Knowledge, Skills, Abilities, and Worker Characteristics:

Knowledge of state and county policies, procedures and practices, including funding sources
Project management skills, organizing resources and establishing priorities
Leadership skills
Program planning, development, implementation and assessment skills
Ability to plan, coordinate and implement college level programs
Strong intellectual ability and critical thinking skills
Ability to communicate clearly, oral and written
Ability to work successfully in a diverse environment and across disciplines

Working Conditions:

Typical Office Environment