



## Job Description

<b>Job Title:</b>	Assistant to the Vice President (Academic)	<b>Grade:</b>	O
<b>Department:</b>	Learning & Workforce Development	<b>FLSA:</b>	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:**

Provides high-level assistance to the Vice President including planning and implementing special projects and activities, monitoring activities to ensure compliance with college's goals and objectives

### **Characteristic Duties and Responsibilities:**

1. Coordinates projects relating to the operations of the Learning & Workforce Development Unit, including but not limited to the Dean's list, SACS reporting, dates and deadlines, programs of study, FTE audit reports, and student opinion surveys.
2. Works with the Vice President to develop, plan, initiate, monitor and maintain internal policies and procedures.
3. Assists in the development and implementation of strategic plans.
4. Confers with and provides staff assistance and advice to senior-level administrators.
5. Serves as a member of the Learning Council to assist Deans and other administrators with research, development of resources and problem-solving.
6. Serves as a resource at the college for faculty, staff and administrators for questions and concerns related to the Unit.
7. Works with committees to prepare for accreditation and re-accreditation processes.
8. Maintains responsibility for academic compliance, reporting and data management, including all aspects of programs of study approval process.
9. Ensures that catalog programs and courses are accurate and in compliance with NCCCS administrative rules and audit procedures.
10. Prepares and maintains accurate curriculum information for the Catalog.
11. Participates as requested on college-wide groups, committees, etc. as representative of the Unit.
12. Oversees assigned staff by establishing schedules and assigning tasks, monitoring and reviewing performance, ensuring that projects meet deadlines and are completed in a professional manner.
13. Prepares internal and external correspondence and communication for the Vice President as requested.
14. Serves as a liaison between Human Resources, instructional divisions, and other relevant areas.
15. Performs additional duties as needed and works with other emerging issues arising through the Office of the Vice President regarding instructional matters.



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### **Reporting Relationships:**

<b>Direction Received:</b>	Reports to the Vice President for Learning & Workforce Development
<b>Direction Given:</b>	Direct supervision and evaluation of work as a first-line supervisor over administrative support staff

### **Minimum Requirements:**

Master's Degree from a regionally accredited institution and five years of work experience in instruction, curriculum, or administration in a community college system

### **Knowledge, Skills, Abilities and Worker Characteristics:**

- Knowledge of college policies, procedures, and academic programs
- Knowledge of rules and regulations within the North Carolina Community College System
- Knowledge of faculty credentialing and college accreditation process
- Knowledge of operation and organizational structures in a multi-campus community college environment
- Knowledge of instructional standards and curriculum requirements
- Knowledge of theories and practices and instructional/curriculum design
- Knowledge of basic budget management principles and practices
- Strong understanding and ability to work with computer systems and applications
- Ability to plan, organize and implement college-level programs
- Strategic planning skills
- Leadership and supervisory skills
- Ability to communicate effectively, written and oral
- Ability to work collegially in a diverse environment

### **Working Conditions:**

Typical office environment; infrequently lifting and carrying items up to 10 lbs.; infrequently twisting or bending at the waist or reaching overhead; infrequently traveling between buildings on campus, to other campuses, locally or out-of-town to attend meetings and conferences; frequently listening to and talking with students, faculty and other staff members either in person or by telephone; frequently sitting at a desk or workstation using a computer display, keyboard, and mouse.