



## Job Description

**Job Title:** Assistant to the Vice President for Learning (Strategic Planning and Alliances)      **Grade:** O

**Department:** Learning      **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:**

Facilitates and prepares strategic (operational) plans for curriculum and continuing education, strategic program plans for new and existing programs, and strategic grant plans to assist with prioritizing funding needs. Builds and fosters strong alliances with all units at the college in support of the Learning Unit's strategic goals and objectives pertaining to instructional technology needs, alternative funding sources and budget management.

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

1. Facilitates, prepares and updates strategic operational plans for curriculum and continuing education programs, strategic program plans and strategic grant plans. Makes recommendations of annual goals and objectives for the unit, monitors and reports achievements.
2. Provides leadership in the effective and efficient operation of the Learning Unit. Monitors program reviews schedule and progress; attends review and follow-up meetings, and ensures that action plans are implemented.
3. Oversees the finances and budgets of continuing education programs, self-support and occupational extension, and assists with budget preparation and management of the college's curriculum budgets.
4. Represents the Learning Unit on mission-critical committees at the college including but not limited to strategic planning, learning college, accreditation, technology planning, President's Entrepreneur Team and institutional effectiveness.
5. Builds strong alliances with other units in support of the Learning Unit's strategic goals and objectives.
6. Leads management team to identify new program and market opportunities that reflect ongoing market trends and needs.
7. Evaluates the feasibility of proposed programs and initiatives; researches and identifies sources for funding; develops and leads implementation.
8. Tracks status of on-going projects; analyzes issues and challenges; coordinates with project team members to ensure projects are successful implemented and on time.
9. Serves as a member of the Learning Council to maintain up-to-date communication, and to assist with operational issues.
10. Serve as a resource for faculty, staff and administrators for questions and concerns related to new programs or initiatives in the Learning Unit.
11. Facilitates cross-departmental and cross-campus cooperation and alliances.

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.

October 2009



## Job Description

**Job Title:** Assistant to the Vice President for Learning (Strategic Planning and Alliances) **Grade:** O  
**Department:** Learning **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.*

12. Work with other emerging issues arising through the Office of the Vice President for Learning regarding instructional matters.
13. Performs other duties as assigned.

### **Reporting Relations:**

**Direction Received:** Reports to the Vice President for Learning  
**Direction Given:** Direct supervision and evaluation of work as a first-line supervisor over administrative support staff

### **Minimum Requirements:**

Master's degree from an accredited institution in Education Administration, Curriculum/Instruction, Business Administration or related field and five years of work experience in the areas of instruction or academic affairs at a higher education institution

### **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 operational and organizational structures in a multi-campus community college environment  
Knowledge of instructional standards and curriculum requirements  
Knowledge of budget management principles and practices  
Strong understanding and ability to work with computer systems and applications  
Ability to plan, coordinate and implement college level programs  
Strategic planning skills  
Leadership and supervisory skills  
Ability to communicate effectively, oral and written  
Ability to work successfully in a diverse environment and across disciplines  
Project management skills, organizing resources and establishing priorities  
Program planning, development, implementation and assessment skills  
Strong intellectual ability and critical thinking skills

### **Working Conditions:**

Typical office environment; sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires

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.



## Job Description

<b>Job Title:</b>	Assistant to the Vice President for Learning (Strategic Planning and Alliances)	<b>Grade:</b>	O
<b>Department:</b>	Learning	<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.***

fingering, grasping, and repetitive keyboarding motions; vocal communications is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; no adverse environmental conditions; infrequently traveling between buildings on campus, to other campuses, locally or out-of-town to attend meetings and conferences