



Job Description

Job Title:	Assistant to the Vice President for Learning	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:

Provides high-level assistance to the Vice President for Learning 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 Unit, including but not limited to the Dean's and President's lists, SACS reporting, dates and deadlines, programs of study, FTE audit reports, faculty credentialing for accreditation 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 Learning Unit.
7. Works with committees to prepare for accreditation and re-accreditation processes.
8. Works with Deans and Division Directors to monitor development and submission of Evidence of Competency portfolios and individual written faculty plans related to SACS credential compliance.
9. Provides training for faculty/staff on credentials standards, maintenance of credentials records. Coordinates such training through Professional Development.
10. Participates as requested on college-wide groups, committees, etc. as representative of the Learning Unit.
11. 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.
12. Prepares internal and external correspondence and communication for the Vice President as requested.
13. Serves as a liaison between Human Resources, instructional divisions, and other relevant areas.
14. Perform additional duties as needed and works with other emerging issues arising through the Office of the Vice President for Learning regarding instructional matters.

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

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.

November 2008



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Minimum Requirements:

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

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