



Job Description

Job Title:	Associate Vice President	Grade:	P
Department:	Office of the Vice President for Learning and 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 exists to support the Office of the Vice President for Learning and Workforce Development (VPLWD) and to plan, develop, and implement important initiatives that support the vision of the College and the Learning Unit. This position serves as proxy for the VPLWD when unavailable. The position also serves as an advisor to the VPLWD and provides feedback on issues impacting the Learning Unit. This position is responsible for many of the quality initiatives that support that LU and student success and works with external partners to ensure positive outcomes.

Characteristic Duties and Responsibilities:

1. Leads the Competency-based Education efforts for the Learning Unit to develop the first state-wide CBE program for the state of North Carolina.
2. Serves as the primary liaison between CPCC, CMS, and UNCC as it pertains to curriculum and instruction. Establishes bi-annual summits with UNCC to address transfer success.
3. Provides executive leadership in the redesign of curricula resulting from intentional course design and critical core initiatives as a means to improve student success and address NCCCS accountability measures.
4. Leads the college's efforts in the expansion of distance education offerings and implementation standards. Distance education offerings constitute 25% of the college's total curriculum courses and represent the best opportunity for enrollment growth.
5. Reviews and resolves student complaints and faculty issues.
6. Assists the Vice President to plan, oversee and direct operational activities of the Learning Unit. Works with Campus Deans, Division Directors and other administrators to resolve issues, concerns as well as plan and develop special projects, new initiatives and academic programs.
7. Provides direction and oversight to (instructional) Deans and Associate Deans as assigned.
8. Assists Campus Deans with planning and designing of campuses and expansions.
9. Assists the Vice President in providing guidance for the continuous promotion and improvement of quality instruction for the Learning Unit.
10. Leads the Learning College initiatives by assisting the Deans, Division Directors, and other administrators with providing learning experience for students and providing support for faculty in practicing the Learning College philosophy.
11. Participates in strategic planning activities and execution of plans to achieve goals and objectives for the Learning Unit.
12. Reviews and resolves student complaints and faculty issues coming to the Office of the Vice President for Learning, if possible, before escalating them to the Vice President.

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. July 2016



Job Description

Job Title:	Associate Vice President	Grade:	P
Department:	Office of the Vice President for Learning and 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.

13. Develops and oversees program review and faculty performance development.
14. Provides staff supervision and direction for designated staff; evaluates job performances and develop professional development plans for staff; ensures that staff receives appropriate training and maintaining up-to-date knowledge of new developments related to their job responsibilities.
15. Reports to Vice President on all unit activities; coordinates programs and plans workforce at all campuses to provide quality services to students.
16. Reviews, evaluates and recommends improvements to policies and procedures as appropriate.
17. Serves on councils, committees and task forces to represent the Unit as well as the college to outside agencies, community and professional organizations.
18. Acts on behalf of the vice President of Learning as requested in the absence of the Vice President.
19. Represents the Vice President at local, state & national meetings when necessary.
20. Performs other duties as assigned by the Vice President.

Reporting Relationships:

Direction Received: Reports to the Vice President for Learning

Direction Given: Providing directions and guidance to Deans and Administrative support staff in the Office of the Vice President for Learning

Minimum Requirements:

Master's Degree from a regionally accredited institution with three years of teaching experience and over 8 years of administrative experience at a community college; history of progressively increased responsibilities in college administration



Job Description

Job Title:	Associate Vice President	Grade:	P
Department:	Office of the Vice President for Learning and 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.

Knowledge, Skills, Abilities and Worker Characteristics:

- Knowledge of North Carolina curriculum program guidelines, program requirements and state regulations
- Knowledge and understanding of community college operations, especially CPCC
- Knowledge of the community and the college, particularly the multi-campus environment
- Understanding of and ability to develop budget plans and forecasts
- Ability to respond to common inquiries or complaints from internal or external customers, regulatory agencies, or members of the business community
- Ability to work with basic mathematical concepts
- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Demonstrate ability to work in a team
- Supervisor/leadership skills
- Proficiency with office software and equipment
- Ability to work collegially in a diverse environment
- Excellent problem-solving and interpersonal skills

Working Conditions:

- Typical office environment