



Job Description

Job Title:	Assistant to President, Education, Redesign and Advocacy/Associate Vice President Government & Relations	Grade:	Q
Department:	President's Office	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:

Represents the President of CPCC and/or the NCCCS on committees and in leading partnerships and negotiations with NCCCS and individual colleges and across the leadership of K-16 institutions (NCCCS, DPI and the UNC System). Researches, develops and advocates for college, state and Federal legislative and policy changes, funding and support. Provides complex strategic guidance and administrative support to the CPCC President, the NCCCS President, and the Executive Vice President of CPCC and the NCCCS in regards to higher education redesign. Develops partnerships across functional units (internally) and across institutions (externally) that lead to increased funding for new programs and services; assists the President and Cabinet in identifying strategic programs for development; forms strategic partnerships with governmental agencies, businesses, industries and other educational institutions; tracks funding agencies' priorities and economic trends; directs college staff in the development of comprehensive strategic program plans / proposals for funding; monitors grant funded projects to ensure fiscal compliance, positive project evaluations, future sustainability and benefits to the college.

Characteristics Duties and Responsibilities:

1. **Education Redesign:** Plans, organizes and directs the operational and budgetary activities of the college's comprehensive efforts to redesign teaching, learning, student support and administrative services activities that advance the State completion agenda. Provides complex strategic guidance and administrative support to the CPCC President, the NCCCS President, and the executive Vice President of CPCC and the NCCCS in regards to higher education redesign.
2. **Advocacy:** Advises and supports College and NCCCS efforts to influence public-policy and resource allocation for institutional and system wide redesigns in academic, student support and administrative operations that advance the State completion agenda. Engages State, Federal legislative leadership and national education leadership in advocating for education redesigns that improve student completion and institutional efficiency.
3. **Government Relations:** Lead efforts to develop relationships with federal and state agencies that increase the college's visibility and improve its ability to compete for grant funds / appropriations. Responsibilities include developing relationships with federal and state congressional representatives and their staff, the staff of state and federal agencies, universities' and community colleges' administrators. Conducts timely and thorough legislative research, collaboration with professional consultants and provides updates to the President, Cabinet, Deans and college's partners.



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4. Strategic Project Planning: Leads cross functional and cross institutional teams in the development of a 3- year strategic project business plan for new and improved programs. Serves as the committee chair for the Strategic Project Planning Committee that oversees the development of plans for the President. Participates in strategic planning process (attend retreats and meetings) for Instruction, Education Support Services and College Administration Units to assist in Strategic Program Planning, provides information of Federal priorities and develops a College Grants Agenda for each fiscal year.
5. Proposal Development for Strategic Projects: Leads college-wide efforts for developing grant proposals for new and improved programs and services. Responsibilities include researching funding agency priorities and legislative trends, performing analysis of CPCC resource allocation (SWOT analysis), advising the President and Cabinet on positioning the college for federal funds, performing community needs assessment and CPCC risks assessment, developing partnerships with community organizations and educational institutions (K-16), reviewing agency solicitations, managing teams, technical writing, editing, project planning, designing evaluation instruments, budget development and procedural compliance.
6. Economic Development / Strategic Business Partnerships: Participates in regional and national economic development planning initiatives and reports findings to Cabinet and Deans. Leads the development of relationships with business and industry partners. Facilitates partnership agreements, idea development, negotiation of partnership roles and responsibilities, budgets, and the drafting of formal Memoranda of Understanding.
7. Unit Supervision: Supervises the daily / annual functional responsibilities for the Resource Development Division including strategic planning for the Unit, annual budget administration, operating plan implementation, general office administration, personnel management, annual evaluation and reporting, purchasing, policies and procedures (6.08), administrative records warehousing and web-based delivery systems.
8. Participation on various College Councils, Committees and community committees.



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Reporting Relationships:

Direction Received:	Reports to the President
Direction Given:	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 federal grant proposal development and implementation experience, three years of business administration and/or project management experience

Knowledge, Skills, Abilities, and Worker Characteristics:

- Knowledge of administration in institutions of higher education and funding agencies
- Ability to manage multiple projects
- Knowledge of the federal and state proposal process
- Ability to work under deadlines
- Knowledge of grant writing and administration
- Excellent analytical, organizational, project management, marketing, budgeting, negotiation, strategic and business planning, communication and interpersonal skills
- Proven supervisory and leadership skills

Working Conditions:

Typical Office Environment

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. December 2013