Job Description

Job Title:	Associate Vice President	**Grade:**	P
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:

Performs a variety of very complex and high-level administrative tasks related to directing the activities and operations of the Learning Unit. Serves as the second in-command officer for the Unit and as a liaison for multi-campus activities within the college and with the external community.

Characteristic Duties and Responsibilities:

1. 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.
2. Provides direction and oversight to (instructional) Deans and Associate Deans as assigned.
3. Assists Campus Deans with planning and designing of campuses and expansions.
4. Assists the Vice President in providing guidance for the continuous promotion and improvement of quality instruction for the Learning Unit.
5. 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.
6. Participates in strategic planning activities and execution of plans to achieve goals and objectives for the Learning Unit.
7. 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.
8. Develops and oversees program review and faculty performance development.
9. 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.
10. Reports to Vice President on all unit activities; coordinates programs and plans workforce at all campuses to provide quality services to students.
11. Reviews, evaluates and recommends improvements to policies and procedures as appropriate.
12. Serves on councils, committees and task forces to represent the Unit as well as the college to outside agencies, community and professional organizations.
13. Acts on behalf of the vice President of Learning as requested in the absence of the Vice President.
14. Represents the Vice President at local, state & national meetings when necessary.
15. Performs other duties as assigned by the Vice President.

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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 an accredited college or university 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

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 divers environment

Excellent problem-solving and interpersonal skills

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Working Conditions:

Typical office environment

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