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**St. Petersburg College**

**Position Title: AVP Academic Affairs and Partnerships**

<b>Pay Schedule</b>	<b>Pay Grade</b>	<b>Classification Series</b>	<b>Classification Title</b>
Administrative & Professional	K	Academic Management	Associate Academic Vice President

**Job Summary for Positions in this Classification**

This is the fourth of six levels in the Academic Management series. The classification is responsible for directing the activities of multiple programs or College-wide functions. Incumbents will be responsible for developing the strategic direction of assigned areas, interpreting the broadly defined goals, developing and managing a budget, and providing managerial direction to employees. This classification is different from previous class in the scope of responsibility.

**Position-specific job summary**

Responsible for developing and maintaining full degree program partnerships with premier accredited colleges and universities. Oversees Dual Enrollment, International, and Collegiate High School endeavors to ensure they align with the overall mission and goals of SPC.

**Typical Essential Duties for Positions in this Classification**

<b><u>These duties are a representative sample; position assignments may vary.</u></b>		<b><u>Potential Frequency</u></b>
1.	Directs staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.	Daily 20%
2.	Prepares and administers budgets; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures; identifies and pursues alternative funding sources; allocates funds across academic functions.	Daily 10%
3.	Directs the implementation of activities and operations for multiple academic departments or programs, which includes: designing, developing, administering, and evaluating programs, projects, student retention, strategic planning, processes, policies, procedures, systems, standards, and/or service offerings.	Daily 20%
4.	Guides curricular directions and reform; develops academic assessment strategies; ensures compliance with Federal, State, and Local laws, regulations, codes, and/or standards; ensures alignment with the overall mission and goals of the College.	Daily 10%
5.	Coordinates activities between multiple service areas and works to integrate and coordinate service areas.	Daily 10%
6.	Serves as a liaison between assigned academic departments or programs, external agencies, and the College, which includes students, staff, faculty, and administration; represents the department, college, and/or program at a variety of meetings, public events, training sessions, on committees, and/or other related events; establishes and maintains positive collaborative relationships with community groups and establishments.	Daily 10%
7.	Performs as a liaison with SPC provosts, counselors, student life and leadership, IT, security, facilities, and custodial personnel in order to facilitate smooth operations of UPC programs, classes, meetings, and administrative offices;	

**Position-specific assignment within typical essential duties**

- Performs as a liaison with SPC provosts, counselors, student life and leadership, IT, security, facilities, and custodial personnel in order to facilitate smooth operations of UPC programs, classes, meetings, and administrative offices;

- Coordinates the development of newly identified programs through Memorandums of Understanding and on-site implementation;
- Researches unique degree opportunities fulfilling specialized niches in Pinellas County and statewide;
- Provides direction for UPC staff and partner representatives;
- Works with Marketing and Public Information and Enrollment Management to develop and update new and existing promotional materials;
- Available to UPC students as needed;
- Responsible for UPC budget: oversees the Dual Enrollment, Collegiate High School and International budgets;
- Assists the Senior Vice President for Academic Affairs in projects.

**Educational Requirements\***

Master's degree in academic discipline, student services or community college, higher educational administration or in a related field to assigned area. Doctorate degree preferred.

**Experience Requirements\***

Five (5) years administrative experience in academic and/or student services; appropriate experience in government, business or industry may be substituted for college experience.

\* An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be acceptable in lieu of those requirements listed above.

**Licensing Requirements**

None.

**Knowledge, Skills, and Physical Requirements****Knowledge:**

- Managerial principles;
- Uses of computer technology in education;
- Advanced principles and practices in assigned area of responsibility;
- Higher education institutional operations, structures, policies, and practices;
- Budgeting principles;
- Strategic planning principles;
- Public relations principles and practices;
- Community agencies and resources;
- Financial management principles;
- Research methods;
- Applicable Federal, State, and Local laws, rules, regulations, codes, and/or statutes;
- Policy and procedure development practices;
- Computers and related software applications.

**Skills:**

- Prioritizing and assigning work;
- Ability to perform research related to institutional programs and degrees;
- Preparing and analyzing a variety of reports;
- Making program decisions based on financial considerations;
- Adapting to rapidly changing environments;
- Conducting research, evaluating findings, and making recommendations based on findings;
- Evaluating statistical data, ensuring data sufficiency;
- Interpreting and applying applicable laws, rules, and regulations;
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and making recommendations in support of goals;
- Implementing public relations initiatives;

- Managing budgets;
- Developing long-term strategic plans;
- Mediating conflict;
- Collaborating with internal departments and external agencies;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

**Physical:**

- Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.
- Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**Note**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**Last Reviewed:** May 31, 2013