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St. Petersburg College
Position Title: SVP, Instruction & Academic Programs

Pay Schedule	Pay Grade	Classification Series	Classification Title
Administrative & Professional	M	Academic Management	Senior Academic Vice President

Job Summary for Positions in this Classification

This is the sixth of six levels in the Academic Management series. The classification is responsible for the overall management of the College-wide academic functions. Incumbent will set the strategic direction for academic programs at the College. Oversees the development of the academic programs, and ensures they align with the overall mission and goals of the College.

Typical Essential Duties for Positions in this Classification

<u>These duties are a representative sample; position assignments may vary.</u>		<u>Potential Frequency</u>
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.	Provides overall management and development of operating and capital budgets for assigned departments; prepares cost estimates for budget recommendations; monitors and controls expenditures; identifies and pursues alternative funding sources; allocates funds across academic functions.	Daily 10%
3.	Provides leadership in the design, development, strategy, implementation, and assessment of goals, policies, objectives, and activities related to academic functions. Develops long-range strategies and goals.	Daily 30%
4.	Provides oversight, direction, and vision for strategic planning objectives; develops projects, academic plans, and priorities to ensure alignment with the overall mission and goals of the College.	Daily 30%
5.	Develops and maintains internal and external relationships; participates in/on a variety of meetings, committees, task forces, and/or other related groups to communicate information regarding services, programs, areas of opportunity, and/or other information; represents assigned academic area on committees, advocacy groups, and/or related groups.	Daily 10%
6.	Performs other duties of a similar nature or level.	As Required

Position-specific assignment within typical essential duties

- Oversees curriculum development and implementation of curricula, courses, programs and activities (traditional, online and blended), as well as educational research and developmental education;
- Directly supervises all Deans;

- Administers curriculum services, dual credit/Collegiate High School, college libraries, and grants development;
- Responsible for ongoing SACS-related compliance;
- Serves as college representative in academic affairs with local, state and federal agencies.
- Serves on Technology Oversight Group and Fiscal Oversight Group.
- Assists the President in issues related to resources and facilities, human resources, planning and effectiveness.

Educational Requirements*

Graduation from an accredited institution with an earned Doctorate degree in a related field to assigned area.

Experience Requirements*

Ten (10) years experience in higher education, including five (5) years top-level administrative experience in academic affairs.

* 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:

- Leadership principles;
- Advanced principles and practices in assigned area of responsibility;
- Comprehensive understanding of all modes of teaching and learning- traditional, online and blended;
- Program development and administration principles and practices at a College-wide level;
- Higher education institutional operations, structures, policies, and practices;
- Strategic planning principles;
- Budgeting principles;
- Public relations principles;
- 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:

- Directing, monitoring, and evaluating Collegiate policies and procedures;
- Planning, coordinating, and implementing college-wide components and activities;
- Ability to successfully manage multiple initiatives;
- Developing, managing, and administering budgets;
- Interpreting and applying applicable laws, rules, and regulations;
- Developing long-term strategic plans;
- Analyzing academic and administrative projects, programs, and processes for areas of improvement;
- Prioritizing and assigning work;
- Preparing and analyzing a variety of reports;
- Making program decisions based on financial considerations;
- Adapting to rapidly changing environments;
- Evaluating statistical data, ensuring data sufficiency;
- Implementing public relations initiatives;
- 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: Jun 20, 2013