State College of Florida, Manatee-Sarasota  
Job Description

Job Title:  
Associate Vice President for Academic Quality and Success

Reports to:  
Vice President, Academic Quality and Success

FLSA Status:  
Exempt

Level:  
217

Position Class:

Job Summary:
This position provides administrative leadership, vision, supervision and oversight for the core functions of two college divisions. This is a managerial administration position that requires extensive knowledge for the mission, purpose and development for all academic programs in two college divisions.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job.
Applicants may be asked to demonstrate any or all of the following duties:

1. Supervises, mentors and evaluates direct reports which include Assistant Provost, Department Chairs and career employees as assigned by the VPAQS.

2. Provides leadership for the development and implementation of class offerings and schedules within assigned departments.

3. Authorizes course substitutions.

4. Reviews and authorizes Appeal to Withdrawal applications.

5. Reviews faculty certifications for VPAQS authorization.

6. Oversees student and faculty concerns.

7. Helps plan, develop and approve all aspects of the budget process.

8. Supervises and directs the planning and development, budgeting, implementation and
evaluation of all academic policies, procedures and systems within area of responsibility.

9. Supports the College mission to serve the unique and diverse needs of all faculty, staff and students.

10. Assists the Vice President, Academic Quality & Success in carrying out the core functions in the academic division as required.

11. Serves on various College wide committees as assigned by VPAQS.

12. Performs other related duties as assigned.

Job Qualifications:
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  Earned Doctorate from an accredited university, preferably in Higher Educational Administration or Educational Leadership and five or more years related experience and/or training; or equivalent combination of education and experience

- **Supervisory Experience:**
  Five or more years of direct supervisory experience including responsibility for hiring, firing, performance management, training and coaching is required.

- **Language Ability:**
  Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

- **Math Ability:**
  Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts of basic algebra and geometry.

- **Reasoning Ability:**
  Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram/chart, or schedule form.

- **Computer Skills:**
  Working knowledge of word processing, spreadsheets, email, Internet, and the College database software.
• **Certificates and Licenses:**
  None required.

**Responsibility for People and Property:**
Responsible for the supervision of the Assistant Provost, Department Chairs and career employees as assigned in two academic divisions.

**Responsibility for Communication:**

• **Internal Contacts:**
  Routine contact with students and all levels of SCF administration, faculty and staff.

• **External Contacts:**
  Routine contact with upper division college and university representatives. This position has occasional contact with accreditation agencies.

**Work Environment:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate.

**Physical Demands:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, use manual dexterity, and talk and hear. The employee is occasionally required to stand, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, taste or smell, and lift up to 10 pounds. Vision requirements for the position include close, distance, color, and peripheral vision, depth perception and the ability to adjust focus.

**General Performance Standards and Expectations:**
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. **Mission and Goals:** Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. **Customer Service:** All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. **Grooming and Appearance:** State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.
4. Safety Awareness: State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. Attendance Standards: State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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<tr>
<th>Title</th>
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<td>Preparing Manager</td>
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