State College of Florida, Manatee-Sarasota
Job Description

Job Title: Vice President, Baccalaureate Programs
          Provost, Bradenton Campus
Reports to: President and Vice President, Academic Quality and Success
FLSA Status: Exempt
Level: 220
Position Class: 

Job Summary:
This position is a blend of two positions at the College: serves as the Chief Academic Officer of the College for all Baccalaureate Programs, with responsibilities for providing highly effective leadership in the administration, planning, budgeting, evaluation and support of all such programs, activities, and personnel, and assuring measurable success in academic and instructional effectiveness.

This position also serves as the Campus Executive Officer (Provost) of the Bradenton Campus, with responsibilities for providing day-to-day leadership of campus operations within the broader context of the college-wide vision, mission, and strategic goals and for creating a productive and flexible campus environment responsive to local, state, and national needs.

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. Provides leadership for College-wide instructional, learning resource and institutional effectiveness initiatives for baccalaureate programs, by identifying, and recommending appropriate courses of action to the President. Facilitates the College’s Institutional Effectiveness Plan, using good interpersonal skills, being decisive, but with respect for different views and opinions.

2. Recommends employment of an engaged and diverse faculty and support personnel who mirror the student population; assigns personnel, allocates resources, formulates and
determines staffing needs and priorities; assures professional development of faculty and staff to maintain standards of excellence, and approves credentialing requirements for faculty.

3. Provides leadership in the development and approval of strategic plans, annual plans and annual reports for academic affairs and institutional effectiveness functions. Provides continuous evaluation to assure the effectiveness of the mission and strategic plan of the College.

4. Leads the formulation and recommendation of annual budget requests, meets productivity goals, and assumes responsibility for operating within approved budget.

5. Provides entrepreneurial leadership in developing and expanding baccalaureate programs and related academic support services, including e-learning, that impact educational growth and development of a diverse student population, while increasing the institution’s effectiveness and efficiency. Creates and implements customer focused schedules for post-secondary upper division offerings.

6. Works collaboratively with campus administrators to develop programs and services that promote academic excellence, recruitment, equity, retention and student success.

7. Builds relationships within the College service area, in order to identify needs, challenges and opportunities which pertain to the College’s mission and to develop partnerships necessary to respond. Takes proactive approach to collaborative programs with wide variety of stakeholders.

8. Recommends plans, policies and procedures that enhances education programs and other services related to all baccalaureate areas and the College’s Institutional Effectiveness Plan.

9. Prepares and authors major analytical reports for both internal and external dissemination and conducts studies, and outcome assessments that evaluate the efficiency and effectiveness of College-wide programs/services. Prepares, analyzes and presents campus-related reports.

10. Insures the accuracy and timeliness of data supplied in response to federal, state and local reports, and to internal and external requests for institutional data related to baccalaureate programs.

11. Administers and oversees the day-to-day operations of the Bradenton Campus. Provides vision, leadership, coordination, accountability, advocacy, and communication for Bradenton Campus. Establishes informal procedures for campus.

12. Works collaboratively with College and campus units to develop, implement and evaluate campus strategic and operational plans.

13. Anticipates, identifies, and advises on potential areas of campus/college opportunity related to such areas as program implementation/extension, course offerings, goal achievement, services, and resources.
14. Introduces new concepts, models, practices and campus services that improve the College’s value.

15. Assists the President and other Vice Presidents with institutional projects that have impact on the Bradenton Campus and the College.

16. Represents and promotes the College in local, state, national, business, governmental, and civic organizations. Develops strong partnerships with community stakeholders in support of College programming.

17. Participates in resource development (grants, partnerships) as appropriate.

18. Develops and interprets College policies, practices and procedures to students, faculty, staff, and public.

19. Hosts campus and community events as appropriate.

20. Provides leadership, accountability, and advocacy to the College for all baccalaureate programs. Prepares, analyzes, and presents baccalaureate-related reports.

21. Assists the College SACS liaison in preparation for all SACS accreditation duties related to Level II reports and committee visits.

22. Oversees the maintenance of information on the College Baccalaureate website.

23. Supervises, coaches, and evaluates baccalaureate personnel, including Deans and Program Directors, and Executive Assistant and other administrative and career personnel as assigned.

24. Coordinates applications to Department of Education for future baccalaureate programs under consideration. Serves as the Baccalaureate Liaison to the Department of Education.

25. Works with appropriate community groups and College personnel on the needs assessments for future baccalaureate programs. Develops policies and procedures needed to support baccalaureate programs.

26. Prepares and administer the Provost and VPBP budgets and the budgets related to the baccalaureate program.

27. Serves as a member of the President’s Executive Management Team. Serves on and/or chairs various College and campus committees.

28. Works collaboratively with College and campus units to develop, implement and evaluate strategic and operational plans that incorporate and support baccalaureate programs.

29. Work with Facilities and Security to ensure optimal campus physical resources to support College mission.
30. Serves as administrative contact for Reasonable Substitution requests submitted to the DRC.


32. Performs other similar and 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 required; ten or more years’ related experience required; some additional formal leadership training programs may be considered for related experience.

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

- **Language Ability:**
  Ability to read, analyze, and interpret scientific and technical journals, financial reports, and legal documents. Ability to respond to technical questions and/or complaints from College leadership, customers, regulatory agencies, or members of the community.

- **Math Ability:**
  Knowledge of mathematical concepts such as probability and statistical inference to ensure a thorough understanding of the various research methodologies and implications of the educational studies relevant to fulfill the essential duties and responsibilities of the job.

- **Reasoning Ability:**
  Ability to define problems, collect data, establish facts, and draw valid conclusions to translate theory, research and assessment results into practice.

- **Computer Skills:**
  Working knowledge of word processing, spreadsheets, database, e-mail, and reports retrieval software.

- **Certificates and Licenses:**
  None required

**Responsibility for People and Property:**
Supervises the SCF Collegiate School (SCFCS) Head of School, and academic affairs deans, directors, and other staff as assigned. Responsible for budgets for all areas under academic quality and success division. Responsible for academic equipment and materials acquisitions.
Responsibility for Communication:

- **Internal Contacts:**
  This position has routine contact with State College of Florida, Manatee-Sarasota students, faculty and staff. Provides and maintains mobile device services and is accessible by mobile device to the College at all times, except during duly authorized holidays and approved vacation, personal or sick leave.

- **External Contacts:**
  This position has periodic contact with Board of Trustees, when delegated by the President, and routine contact with representatives from higher education, county school boards, and technical centers. This position has occasional contact with media reporters.

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 routinely required to talk or hear. The employee is frequently required to sit, use hands and fingers and reach with hands and arms. Occasionally required to stand, walk, climb or balance; stoop, kneel, crouch, or crawl, and lift up to 10 pounds. Special vision requirements 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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