Job Title: Chief Academic Officer  
Job Code: 32695

**JOB SUMMARY**
The Chief Academic Officer is responsible for leadership and support for the academic, student affairs and adult education units in their development, coordination and implementation of activities and initiatives to support the colleges of TCSG in providing world class workforce development for the State of Georgia and serves as primary liaison to the colleges in TCSG.

**MAJOR DUTIES**

- Coordinates the units in TCSG consistent with the mission of the System using a leadership style that emphasizes consultation with senior administrators at the System level and the presidents of TCSG colleges;
- Promotes academic integrity and creates an effective teaching and learning environment facilitating effective processes and procedures fostering student success throughout the System;
- Works with division heads and college presidents for the recruitment and retention of full-time and part-time faculty, as well as staff personnel supporting the divisions of the System;
- Facilitates curriculum development and assessment of learning outcomes for technical education, adult education and workforce development programs;
- Maintains open communication channels among all divisions of the Technical College System of Georgia, other educational institutions and the community at large;
- Assists with administrative processes for special initiatives designed to enhance the quality of education in the System such as Complete College Georgia, Accelerating Opportunity, Achieving the Dream, Joint Oversight Committee with the University System of Georgia and others as assigned;
- Represents the System in community initiatives and serves on local, state and national committees as appropriate;
- Assists the Commissioner, Chief Operating Officer and Deputy Commissioner to develop, administer, and monitor System and college budgets;
- Serves as the primary liaison to TCSG colleges and ensures appropriate preparation for Presidents’ Council;
- Participates in professional organizations and professional development opportunities and promotes the professional development of TCSG staff;
- Facilitates and participates in the evaluation processes related to adult education and academic affairs programs and personnel as appropriate.

**COMPETENCIES**

- Ability to implement appropriate courses of actions to ensure compliance
- Ability to analyze the operational impact of legislative and executive initiatives
- Ability to organize and manage program areas
- Ability to set goals with defined milestones to measure progress
- Skill in developing and managing the budget process
MINIMUM QUALIFICATIONS

A Ph.D. or Ed.D in a field of education and Five (5) years of management or supervisory experience in the field of higher education

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.