Job Title: Provost, Associate  
Job Code: 10068

**JOB SUMMARY**

The Associate Provost is responsible for working to advance the vision, mission, purpose and values of the college across multiple campuses and to provide administrative oversight responsibility on one or more campuses as assigned.

**MAJOR DUTIES**

-Reports to and supports the Provost; works with the Provost, other Associate Provosts, and Vice Presidents as part of a college leadership team;
-Works to advance the vision of a college among multiple campuses;
-Works to ensure the active and positive cooperation, coordination and communication among all campuses and across all functional areas;
-Makes expeditious and sound decisions on issues related to the performance of duties and responsibilities within the position’s authority and the organizational structure of the college;
-Participates as a secondary evaluator in the evaluation of other personnel on the one or more campuses as assigned and as devised in the college plan for the evaluation of personnel;
-Maintains frequent contact with and/or visitation to the one or more campuses as assigned; keeps Provost and Vice President(s) apprised of accomplishments, activities, initiatives, opportunities, and issues on the one or more campuses as assigned;
-Supports the other Associate Provosts in the performance of their roles, responsibilities, and duties on other campuses as may be required;
-Serves as liaison to, active participant in, and presenter to community, business, civic, governmental, or other community organizations or groups for one or more campuses as assigned; seeks leadership roles as appropriate and with the concurrence of the Provost;
-Assists in the coordination and development of the college’s major planning documents, accreditation studies and reports;
-Assists in overseeing all institutional assessment, including the assessment of programs, student learning outcomes, operational performance and resource use, include space use;
-Uses data to identify trends, areas of growth, concerns and issues affecting the college;
-Manages and oversees financial/budget operation of the department;
-Monitors the activities of personnel to ensure compliance with TCSG policy manual and department procedures;
-Develops and/or assists with the development of policies and procedures and recommends changes to effectively meet the goals and requirements of the program;
-Evaluates employees at scheduled intervals upon reviewing of all relevant information
-Conducts regular evaluation of services provided and make adjustments as needed;
-Maintains up-to-date policies, procedures, and state or federal laws that may impact department initiatives.
COMPETENCIES

- Skill in the operation of computers and job-related software programs
- Oral and written communication skills
- Skill in interpersonal relations and in dealing with the public
- Decision making and problem solving skills
- Skill in the delegation of responsibility and authority
- Knowledge of the mission of postsecondary vocational/technical education
- Knowledge of program assessment and strategic planning strategies
- Knowledge of budget development and management principles
- Knowledge of functional/operational interactions and stresses

MINIMUM QUALIFICATIONS

Bachelor’s degree *and* Three (3) years of administrative or academic experience, which would have included supervisory experience in a college or university

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.