Job Title: Vice President, Assistant

Job Code: 10010

JOB SUMMARY

The Assistant Vice President is responsible for management of variety of complex duties within one or more functional areas for the purpose of assisting the vice president in achieving overall goals of the college.

MAJOR DUTIES

- Assists in the planning and organizing of the unit's work to meet objectives;
- Manages budget and expenditures for the unit;
- Develops and maintains internal control structures for assigned functions;
- Monitors progress and productivity of assigned staff;
- Reviews operations for efficiency and compliance with applicable regulations and standards;
- Participates in strategic planning;
- Performs research and analysis for special projects;
- Directs the services of contractors by overseeing vendor operations;
- Coordinates departmental activities with federal, state and local agencies;
- Serves on various boards and committees as needed;
- Assists with the compilation of quarterly and annual reports;
- Reviews relevant data and alerts vice president of trends and recommended actions;
- Manages the development of publications for department;
- Assists community leaders in the recruitment of new businesses and the expansion of existing businesses within the service area;
- Develops and maintains systems relevant to area of responsibility;
- Assists with the design and execution of special events, projects and activities; and
- Serves in place of vice president as needed.

COMPETENCIES

- Skill in the use of computers and job related software
- Skill in planning and organizing projects
- Skill in oral and written communication
- Skill in interpersonal relations and effective problem solving methods
- Skill in analyzing data and situations for accurate assessment
- Knowledge of the college philosophy and objectives as they relate to performance
- Knowledge of personnel management practices, budget and accounting practices, assessment and accreditation principles and issues and trends in higher education
- Ability to work with staff and faculty in integrating effective assessment practices
- Ability to supervise, advise, and mentor staff
- Ability to provide leadership in high-pressure situations
MINIMUM QUALIFICATIONS

Bachelor’s degree from an accredited college or university in an area related to assignment *and*
Five (5) years of related work experience

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.