JOB SUMMARY

The Vice President for Academic Affairs is responsible for administering and evaluating institutional services to include supervision and leadership in the activities of personnel as related to instruction.

MAJOR DUTIES

Plans and organizes the unit's work to meet the technical college's objectives;
Recommends the implementation or discontinuance of instructional programs;
Approves new curricula and revisions;
Develops and implements an education plan to ensure staff, space and material are adequate to comply with federal and state guidelines;
Develops and maintains staff in-service activities;
Responsible for the administration of assessment and student placement tests for Adult Education students;
Promotes the technical college by directing media relations efforts and managing press conferences;
Conducts hearings for appeals of suspended students as requested;
Directs, through subordinate managers, the technical college's information technology planning;
Requests funds and approves expenditure of funds for instructional and staff development efforts' 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

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 state and local academic program curricula
Knowledge of academic course standards
Skill in the delegation of responsibility and authority
Skill to work cooperatively with community leaders, students, faculty and staff
Skill to make timely decisions
Skill in developing and maintaining close working relationships with community leaders and area businesses and industry executives
Skill in the operation of computers and job related software programs
Decision making and problem solving skills
Skill in interpersonal relations and in dealing with the public
Oral and written communication skills

MINIMUM QUALIFICATIONS

A Master’s degree *and* Three (3) years of related work experience

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.