



Shawnee Community College Job Description

Title: Vice President of Academic Affairs

Reports to: <u>President</u>	Location: <input checked="" type="checkbox"/> Main <input type="checkbox"/> Anna <input type="checkbox"/> Cairo <input type="checkbox"/> Metro <input type="checkbox"/> Vienna
Division: <u>Academic Affairs</u>	Department: <u>N/A</u>
Classification: <u>Administrative</u>	Level: <u>18</u>
FSLA: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	Status: <input checked="" type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> Temp
Effective Date: <u>10/15/24</u>	Grant: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

SUMMARY

The Vice President of Academic Affairs is the College's Chief Academic Officer and provides leadership in matters related student learning, instruction, curriculum management, community engagement, workforce development, academic policy & governance, articulation, assessment, faculty recruitment/development, accreditation & compliance, and academic resource development/deployment. Finally, as a member of the College's senior leadership team, this position provides support to the President and other senior-level staff aimed at accomplishing the College's strategic initiatives and overall improvement of service to students and the community. Incumbent may act as chief executive officer in absence of the President, as assigned.

MINIMUM QUALIFICATIONS

- A Master's degree in Higher Education, Education Leadership, or a related discipline.
- 3-5 years of progressive leadership experience and a demonstrated track record of accomplishment in departments related to Academic Affairs.

Preferred:

- A Doctorate degree in Higher Education, Education Leadership, or a related discipline.
- Community College Experience with responsibility in the areas of curriculum management, faculty development, accreditation, collective bargaining, and grant management.
- Experience with modular performance competency-based curriculum development and the implementation of micro-credentials.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

LEADERSHIP

1. Create and sustain a supportive College culture that engages employees, recognizes diversity, ensures equity, promotes inclusion, and creates a sense of belonging by fostering an environment of teamwork, accountability, communication and vision.
2. Collaborate with senior leadership to ensure student learning, curriculum development/improvement, and faculty support services are optimized and support attainment of the College's strategic initiatives.
3. Serve as a faculty advocate by listening and sharing their perspectives with appropriate personnel, researching best practices, and shaping Division operations in ways that improve student learning.
4. Lead College efforts aimed at strengthening K-12, higher education, and community partnerships.
5. Support and coach Academic Affairs (AA) Team on matters relating to their employment at the College.
6. Conduct research/analyze student and faculty performance trends, including review of reports/analytics from the Enterprise Resource Planning (ERP) information system, to make informed decisions aimed at improving student learning.
7. Maintain knowledge of trends, best practices, regulatory changes, and new technologies in Academic Affairs; communicate with senior leaders to implement change in policy, practice, and resource allocation.
8. Promote a culture of assessment, quality improvement, and data informed decision making.
9. Lead the Academic Affairs Council, Academic Leadership, Academic Standards, Student Academic Assessment, and Curriculum & Instruction Shared Governance Teams.
10. Advise the President on matters relating to AA, particularly those related to the operation and enhancement of teaching and learning functions.
11. Represent the College at various community, civic, professional meetings, and conferences, as directed by the President.



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ADMINISTRATION/MANAGEMENT

1. Ensure students, community members, external partners, and College employees receive excellent customer service in all interactions with each Department within the AA Division.
2. Oversee the administration of AA functions including, but not limited to, student learning, instruction, curriculum management, scheduling and workload management, community engagement, workforce development, academic policy & governance, articulation, assessment, faculty recruitment/development, accreditation & compliance, and academic resource development/deployment.
3. Plan, lead, develop, coordinate, and implement policies, processes, training, initiatives, and feedback mechanisms to support the College's AA and community engagement initiatives.
4. Identify staffing and recruiting needs; develop and execute best practices for hiring & developing talent.
5. Facilitate professional development, training, and certification activities for AA employees.
6. Coordinate the AA employee performance evaluation process.
7. Ensure the security and confidentiality of all student and AA personnel records.
8. Inform students, employees and the community of activities, policies, procedures, and programs, through such means as orientation sessions, the College Catalog, student handbooks, website maintenance related to AA related content, college intranet (i.e. MYSCC), social media posts, memos, various meetings, and the use of college-wide email.
9. Support other Divisions and Departments by providing data and input needed for activities/reports.
10. Assist the Executive Director of Public Information and Marketing with website maintenance and improvement initiatives.

ACCOUNTABILITY

1. Ensure compliance with federal, state, and local laws and regulations, including all requirements issued by Department of Education for institutions receiving Title IV funds, IPEDS reporting, the Mental Health Act, Alcohol and Drug Education/Drug Free Schools, FERPA, ADA, VAWA, etc.; work through the College's shared governance process to review and modify policies, procedures, guidelines, and practices to improve performance, and/or align with widely accepted best practices.
2. Ensure the College meets all Higher Learning Commission, Illinois Community College Board, Illinois Board of Higher Education, and other accreditation standards, eligibility requirements, and policies related to AA operations.
3. Promote an evidence-based culture of accountability which guides innovation, implementation of best practices, and continuous quality improvement of all AA Division operations.
4. Establishes performance standards for AA programs and services.
5. Prepare Board Reports.
6. Lead Transfer Programming, Professional Programming, Continuing & Workforce Education, College Readiness, and Adult Education Board Monitoring activities.

FISCAL

1. Develop and manage AA Division and associated Department budgets.
2. Prepare and administer grants.
3. Manage risk by monitoring conditions, events, and circumstances present through the performance of the essential functions of this job.
4. Manage risk by ensuring proper policies and procedures are in place and followed in personnel management, student learning, and academic administration processes.
5. Implements policies and procedures used in emergency and/or crisis management situations.

OTHER

1. Performs other related duties which may be required by the President (i.e. duties that may not be specifically listed in the class specification or position description, but are generally within the occupational series and responsibility level associated with the employee's class of work).
2. Work Monday thru Friday, during normal business hours; must attend monthly Board of Trustee meetings; must be able to periodically work outside of normal work hours to meet project deadlines, and/or attend meetings designated by the President.



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SKILLS & ABILITIES include the following:

- Ability to maintain and secure confidential information in all of its forms.
- Excellent verbal and written communication skills.
- Excellent interpersonal and negotiation skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Ability to adapt to the needs of the organization and employees.
- Ability to prioritize tasks and to delegate them when appropriate.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with (or the ability to quickly learn) the College's Ellucian Colleague Enterprise Resource Planning (ERP) Student information system.

SUPERVISORY RESPONSIBILITIES

Executive Associate; Dean, Allied Health & Nursing Programs; Dean, Career & Technology Programs; Dean, Transfer & Adult Education Programs; Coordinator, High School Partnerships & Pathways; and, Curriculum Development Manager.

CUSTOMER SERVICE STATEMENT

Consistently performs duties with concern, courtesy, and respect for all persons in a prompt and timely manner. Must work cooperatively with students, employees, and community members and be sensitive to issues of student and employee diversity. Consistently exhibits responsiveness to others in the organization at all levels and responds to requests for assistance from students, staff, and community members in a helpful and timely manner.

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.

Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position to position. Lifting items up to 20 pounds in weight.

Sitting for prolonged periods of time.

WORK ENVIRONMENT

Work is primarily in an office/school environment. Noise levels usually are moderate.