

PERALTA COMMUNITY COLLEGE DISTRICT - November, 2008

ACADEMIC MANAGEMENT JOB DESCRIPTION

**ASSOCIATE VICE CHANCELLOR OF ACADEMIC AFFAIRS
(Management Salary Range 4)
Job Code: 721**

CLASS PURPOSE

The Associate Vice Chancellor of Academic Affairs reports to the Vice Chancellor of Educational Services to plan, direct, organize, manage and oversee Academic Affairs for the District. The Associate Vice Chancellor will oversee required state and federal report requirements and support accreditation, strategic planning, and enrollment management.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

Strategic Planning Support/Accreditation

- Serve as District planning, research, and operational support for Accreditation.
- Plan and organize research needed to support accreditation and strategic planning with a focus on enrollment management and the improvement/enhancement of instructional and student services at the colleges.
- Coordinate the District's research, educational planning activities, and assist colleges in their local planning efforts. Bring together college researchers to organize reports and share information on district and college research matters.
- Plan, organize, manage, and oversee institutional effectiveness planning and matriculation research to improve student access, student achievement, and student success.
- Conduct periodic reviews of community needs and recommend program change and modifications.

Compliance Reporting

- Manage and oversee accurate completion of all required state and federal reports, such as IPEDS, ARCC, Full-time Faculty Obligation, and other data requirements.
- Coordinate with college researchers to ensure the reporting accuracy and data integrity.

Special Projects

- Manage and maintain records, files and documentation related to all District supported research projects.
- Review, monitor and assist in the development and expenditures of special projects.

Operational Support

- Manage a repository of institutional data, state and federal statistics on education; develop and distribute relevant facts and reports as necessary.
- Participate on District and campus committees and task forces as assigned; direct committee and sub-committee activities relating to state and federal reporting, accreditation, and strategic planning; participate as member of the management team.
- Communicate orally and write reports on activities to an audience of Board members, administrators, faculty, staff, and members of the community.
- Represent District research issues on state and District committees/councils as assigned.

Enrollment Support

- Manage the enrollment process, including analysis and reporting to the Chancellor on enrollment trends, forecasts, and course schedules. Plan the development and incubation of new delivery systems and packages and among the colleges.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Possession of a Master's Degree from an accredited college or university.
2. One (1) year of formal training, internship or leadership experience reasonably related to the administrator's assignment.
3. Knowledge and proficiency in the operation and use of personal computers utilizing various software applications (i.e., word processing, spreadsheet and database management software) including the Internet.
4. Knowledge of:
 - State and federal reporting requirements for a community college district.
 - Knowledge of the concepts and implementation of processes for institutional effectiveness measures in post-secondary education.
5. Ability to:

Job Description: Associate Vice Chancellor of Academic Affairs

- Read, analyze, and interpret professional journals and governmental reports and regulations.
 - Write comprehensive and concise reports, recommendations, and procedures.
 - Communicate difficult and complex concepts clearly.
 - Understand computer-related concepts.
 - Establish and maintain cooperative and effective working relationships with others.
 - Prepare, present and interpret factual data and provide conclusions in written, graphic and oral form.
 - Relate effectively to people of varied academic, cultural and socio-economic backgrounds using tact, diplomacy and courtesy.
 - Select, assign, orient, train, supervise, counsel, discipline, and evaluate the performance of direct subordinates.
 - Coordinate and schedule complex activities.
 - Analyze situations accurately and adopt an effective course of action.
 - Understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, cultural and disability and ethnic backgrounds of community college students.
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DESIRABLE QUALIFICATIONS

- Possession of a Master's Degree from an accredited college or university in business, educational research, mathematics, psychology, sociology, or related field.
- Possession of a Ph.D. or Ed.D. Degree from an accredited college or university is preferred.
- Higher education experience, preferably in a community college.
- Three (3) years of administrative experience as it relates to the position.
- Demonstrated knowledge of current higher education/community college issues and policy implications.
- Knowledge of Education Code, Federal and State Laws, and current practices appropriate to institutional development.
- Demonstrated commitment to educational equity, multiculturalism, and successful student outcomes, preferably at the community college level.

ENVIRONMENTAL DEMANDS

Occasional work performed alone. Constant work around and with other people.

PHYSICAL ABILITIES

Job Description: Associate Vice Chancellor of Academic Affairs

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Typical physical abilities for this position are:

- Prolonged and frequent sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping
- Moderate to heavy usage of hands in grasping, repetitive hand movement and finger coordination in keeping records and preparing reports using a computer keyboard.
- Speech and hearing to communicate effectively in group settings and by telephone to students, faculty, staff, and others.

Revised: 5-23-13