

Great Bay Community College
Position Description

Incumbent: _____

Position Title: Vice-President of Academic Affairs

Division: Great Bay Community College

Reports To: President

Classification: Chief Academic Officer, City College

Function Code: A10261

FLSA: Exempt

EEO-6: 1-11 (Executive Administrative Managerial)

SOC CODE: 11-9033

Position Number: _____

Date Established: 12-28-2012

Date of Last Revision:

General Summary: Reporting to the President, serves as the College's chief academic officer responsible for leading, directing, and managing the academic instruction, programs, services, and operations in an integrated instructional, academically supportive, and student success-oriented setting. Provides direction in the pursuit and implementation of the System's and College's mission and goals with particular emphasis in the areas of academic leadership, academic integrity, program quality, academic and strategic planning, policy development, campus culture, organizational communication, and community relations.

Principal Duties and Responsibilities:

- Serves as a member of the College's leadership team responsible for strategic planning, fiscal management, resource development, policy setting, and overall administration of the College. Assists the President in the development of the academic operational and capital budgets and advises the President on academic matters, strategic efforts, higher education issues, trends, and best practices involving academic operations. Represents the college in system-wide academic matters.
- Provides leadership in the pursuit of system and college mission/goals with particular emphasis in the areas of Advising, Transfer Center, CAPS, Library, and Academic Programs;
- Supervises all matters relating to academic instruction, programs, services, and operations including budget management, academic policy development, academic program review, curriculum development, teaching effectiveness, scheduling, faculty and staff recruitment, appointment, training, and evaluation.
- Monitors spending and approves expenditures according to annual spending plans, performs budget revisions, and prepares budget reports as needed or requested. When appropriate, manages federal grants and budgets relating to instruction, academic assessment, student retention, and program outcomes.
- Oversees the development and implementation of academic strategic planning and assessment. Integrates academic planning, program evaluation, and outcomes assessment into the strategic plan.
- Oversees the coordination and maintenance of program and instructional accreditation and establishes effective relationships with accrediting associations. Serves as the Accreditation Liaison Officer to the NECHE.
- Develops, promotes, and evaluates articulation/transfer agreements with other educational institutions and develops policies and procedures for the transfer of academic credit.
- Ensures compliance with academic standards for degree, certificate, and diploma programs.
- Accountable for managing planning and development of academic schedules and supervises and evaluates academic department chairs/program coordinators and faculty. Develops and implements policies and procedures for the orientation of full-time faculty and adjunct faculty.

- Provides leadership in developing and offering market-driven academic programs and in strategic course scheduling and delivery programs and mechanisms with an emphasis on quality, access, student learning, and success. Conducts reviews/studies to determine the demand for new courses/programs and services, and reviews existing classes/programs and services for relevance and currency.
- Responsible for the overall effectiveness of all credit granting instructional programs; for the development of course curricula and coordination with instructional staff; and for coordinating all academic policies and procedures to promote student and faculty success. Monitors the relationship of college credit and non-credit offerings. Coordinates with department chairs and program coordinators and provides supervision as appropriate and necessary.
- Focuses on student success, through retention and completion, by developing and evaluating programming to support student success and excellence in teaching and pedagogy. Assists in the development of a retention and student success model based on research and data analysis and in partnership with other College departments and personnel.
- Manifests a collaborative leadership and management style across all work groups and functional areas of the College in advancing the College's mission. Also encourages and supports innovation, experimentation, and an entrepreneurial attitude across all phases of the academic enterprise.
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies; participates in internal and external meetings and seminars.
- Performs administrative duties associated with, maintaining a safe work environment, training employees, employee professional development, and orientations for staff, communicating job expectations; monitoring and appraising job performance; and managing employee time and attendance in accordance with CCSNH and College policies and procedures, the provisions of the collective bargaining agreement, and state and federal regulations;
- Complies with all system, college, state and federal rules and regulations.
- Performs other duties assigned by the President.

Qualifications:

Education: Master's degree from a recognized college or university.

Experience: Eight (8) years of experience in teaching and/or academic administration, including the development and administration of curriculum, budget, personnel, strategic planning, and the use of technology, preferably within higher education

License/Certifications: Valid Driver's License or access to statewide transportation.

Preferred Qualifications: Doctoral degree from a recognized college or university. Demonstrated academic leadership and administrative experience in a collective bargaining environment. Strong communication, organizational, and management skills. Ability to identify, resolve, and consult on a wide range of administrative and personnel issues while focusing on institutional needs and priorities. Ability to work well in a team environment. Ability to express ideas clearly and concisely both orally and in writing. Ability to evaluate and analyze program effectiveness and resource utilization. Ability to work independently and exercise sound judgement in the performance of duties. Project management skills including the ability to define projects, prioritize and manage multiple projects, measure and evaluate progress and outcomes, and meet timelines while producing quality work. Proficient in the use of technology, especially Word, Excel, and PowerPoint, and other graphic presentation software. Ability to define problems, collect data, establish facts, recommend and implement solutions in a timely fashion. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by management.

DISCLAIMER STATEMENT: The job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the job description provided that such duties are characteristic of that classification.

SIGNATURES:

The above is an accurate reflection of the duties of my position.

_____/_____/_____
Employee's Name [print] Employee's Signature Date Reviewed

Supervisor's Name and Title: Dr. Pelema Morrice, President

The above job description accurately measures this employee's job duties.

_____/_____/_____
Supervisor's Signature Date Reviewed

_____/_____/_____
GBCC Chief Human Resources Officer Date Approved