



JOB DESCRIPTION

TITLE: Vice President for Academic Affairs

SUPERVISOR: President

JOB OBJECTIVE: To provide leadership in maintaining and strengthening effectiveness of the instructional program of the College; to coordinate management of the personnel and fiscal resources of the instructional branch; to administer college policies and procedures; and to work with the President and the Executive Committee to maintain vitality and quality in achieving the mission of the College and in meeting the educational needs of a diverse student population.

ESSENTIAL JOB FUNCTIONS:

- A. Supervises the administration of College policies and procedures – including equal opportunity/affirmative action requirements – recommending to the President actions and changes needed to maintain strong and academically sound instructional and support services programs.
- B. Works with Technologies, Arts & Sciences, Community & Economic Development and Student Services division and department heads in the annual review and development of the College mission, strategic plan, and budgets, in accordance with established schedules.
- C. Works with Academic Affairs faculty and staff in a continuous review and evaluation of instructional offerings and activities, and recommends actions required for the development, implementation maintenance, and termination of the same. This assessment and evaluation includes the use of quantitative and qualitative information as a basis for decision-making.
- D. Works with personnel from all areas of the campus in providing and improving educational services for students, prospective students, and employers. These services include student recruitment, admission, financial aid, assessment, retention, and advisement; scheduling of classes and other activities; maintenance of current and accurate data for catalogs and other publications; and marketing and public relations.
- E. Works with institutional research personnel to provide data and information for use in assessing program effectiveness, improving programs continuously, and fulfilling reporting requirements.
- F. Coordinates development of the strategic plan. Serves as member of the Strategic Planning Committee.
- G. Encourages faculty and staff to develop effective and innovative instructional methodologies and practices to ensure student success.
- H. Supervises the management of fiscal resources of the Academic Affairs branch in conjunction with the Administrative Services branch.
- I. Serves as a member of the Executive Committee and as liaison for communication with the instructional branch; works with advisory committees and with appropriate community and other public and private institutions, associations and agencies which pertain to instruction; works with appropriate staff of the Board of Regents of the State University and Community College System.
- J. Coordinates the campus Performance Funding program, including preparation of annual, mid-year and final reports.
- K. Represents the College in various local, state, regional and national forums as requested.
- L. Fulfills responsibility for various other duties within the scope of his/her educational background, experience, qualifications and capabilities as assigned by the President.

JOB STANDARDS:

- A. An earned doctorate from a regionally accredited institution of higher education required
- B. Five years of successful full-time post-secondary teaching experience or work in student services required
- C. A minimum of five years of successful administrative experience at the department head level or above in an institution of higher education required

JOB LOCATION: The primary job location is the college's main campus. Occasional travel throughout the service area may be required.

EQUIPMENT: Use of telephone, computer equipment, and other standard office equipment as required to accomplish essential job functions

CRITICAL SKILLS/EXPERTISE:

- Expertise in developing/implementing processes and plans for institutional effectiveness
- Understanding of the governance and administrative processes used in publicly-supported higher education institutions
- Ability to communicate effectively and to establish and maintain effective professional relationships with others

- Ability to represent the College in community and professional off-campus settings.

NON-ESSENTIAL FUNCTIONS:

- A. Represents the College through involvement in professional activities at the system, state, and/or national level
- B. Works successfully with high school teachers and administrators, as well as personnel on other campuses, to initiate collaborative programs and activities
- C. Works to provide opportunities for instructional faculty and staff to achieve their professional growth potential

SALARY:

EMPLOYMENT DOCUMENTS: Current Federal law requires identification and eligibility verification prior to employment. Only U.S. citizens and aliens authorized to work in the United States may be employed

APPLY TO: Human Resources
Nashville State Technical Community College
120 White Bridge Road
Nashville, TN 37209

Nashville State is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA Employer