

Job Description

Position Title: Assistant Vice Chancellor for Curriculum and Academic Quality Improvement

Job Family: Executive Administration

Job Type: Deputy Administrator

FLSA Status: Exempt

Salary Grade: 11

Position Summary:

The Assistant Vice Chancellor for Curriculum and Academic Quality Improvement will serve as a College-wide resource for matters of curriculum and Academic Quality Improvement.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Maintains a culture of high academic expectations. Develops and leads high performance teams in a matrix organization. Leads and supervise a large and diverse group of human and fiscal resources.
2. Provides information, assistance, and support services related to curriculum and assessment policies. Demonstrates experience with accreditation compliance and regulatory issues affecting curriculum and student success
3. Assists with developmental and implementation of curriculum policies and procedures as well as implementation of Viability Review measures.
4. Oversees curriculum development, assessment, and program/course inactivation. Demonstrates knowledge of educational innovations and practices
5. Provides oversight and leadership of teams to develop college-wide standard operating procedures, processes, key performance indicators and strategic plans that pertain to curriculum and quality improvement. Interprets, applies and explains policies and administrative procedures
6. Advises, consults with, and/or responds to questions from other College departments, the Governing Board, external institutions, and agencies regarding complex issues or policies impacting assigned programs, services or operations.
7. Acts as lead administrator for the division's committees, provides support and guidance, communicates actions to constituents, and helps prepare agendas and reports. Utilizes project management skills including strategic planning, systematic processes, and meeting deadlines
8. Maintains adherence to accreditation standards and compliance for curriculum related areas. Maintains knowledge of state and federal polices pertaining to programs.
9. Provides guidance and support to faculty, chairs, deans, etc. in development of curriculum with a collaborative, consultative and inclusive management style. Demonstrates experience with teaching policies and best practices.
10. Participates in professional development.

11. Utilizes effective problem solving and conflict resolution techniques.
12. Leads the office in enterprise architecture, design-thinking, and disciplined execution of projects in collaboration with technical teams.
13. Leads the office in the use of statistical methods and data intelligence processes. Ensures data integrity and data-driven processes for all academic systems.
14. Creates and maintains dashboards and reports that inform the c-suite.
15. Implements and operationalizes new systems. Demonstrates ability to manage change in a complex educational institution
16. Ensures the office maintains accuracy of curriculum in catalogs, websites, and other publications.
17. Assists with implementation of international curriculum programs.
18. Manages budgets and resources for the department.
19. Represents the Vice Provost in meetings as assigned.
20. Provides technical guidance and vision for all academic systems. Analyzes situations accurately and adopt appropriate course of action
21. Demonstrates business and technology expertise for all curriculum and ERP systems. Maintains knowledge of Data warehousing and Data Analytics
22. Demonstrates sensitivity to the diverse academic, socioeconomic, cultural, ethnic and disability backgrounds of community college students and the community at large

Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices.
2. Knowledge of administrative procedures and practices.
3. Knowledge of advising and counseling practices
4. Knowledge of business management and fiscal practices
5. Knowledge and application of organizational and time management principles
6. Knowledge of principles and methods for promoting programs and services
7. Knowledge of project management principles
8. Skill in analyzing data and drawing conclusions
9. Skill in coordinating and monitoring the work of others
10. Skill in people leadership and supervision.
11. Skill in effective communication (both written and oral).
12. Skill in independent decision making.
13. Skill in positive productive, and flexible customer service.
14. Skill in budget/resource management.
15. Skill in problem solving

16. Skill in program development and process improvement
17. Skill in project management principles, processes, and techniques
18. Ability to develop and maintain effective and positive working relationships.
19. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results.

Supervision:

- Executive Level Leadership. Supervises work of other managers, including planning and reviewing work.

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- Governance, Institutional Policy, and Legislation: Allows impact on the guidelines that determine how the College operates.
- Institutional Leadership: Provides the opportunity to provide leadership across the institution. Leading by example and supporting team building.
- Information and Analytics: Allows ability to be a data leader. Provides a holistic representation of College's performance as well as data trends or issues.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Master's degree in a related field
- Ten (10) years of related experience required
- Six plus (6+) years of related experience with supervisory experience preferred.
- Doctorate degree preferred

- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to position or transport light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment Background Check Required