

Job Description

Position Title: Assistant Vice Chancellor of Adult Basic Education for College and Career

Job Group: Executive Administration

Job Level Group: Deputy Administrator

FLSA Status: Exempt

Salary Grade:

Position Summary:

The Assistant Vice Chancellor of Adult Basic Education for College and Career (ABECC) is responsible for providing tactical/operational leadership and complex administrative support for this area for the entire college. The AVC of ABECC is required to manage complex projects that cut across organizational areas to meet the objectives for the college, including the College's largest grant, designated funds and contracts.

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. Oversees and directs the functions and activities of the following departments: ABECC centers located on campuses and off-campus sites.
2. Understand and advocate for adult education at the local, state, and national levels.
3. Manage general college and grant operating budgets and yearly instructional capital budget requests.
4. Collaborates on the development, implementation, interpretation, and maintenance of policies and procedures for the ABECC department ensuring compliance with accreditation standards; federal, state, and local laws and Higher Learning Commission policies.
5. Identifies and assesses current and future organizational needs through process analysis and collaboration with senior management to meet College objectives
6. Recognize and create opportunities in response to emerging business and educational trends
7. Participate in community outreach and development activities including development of external funding sources
8. Represent the College to the community and outside organizations, including membership on the Workforce Investment Board representing Title II programs in Pima County
9. Lead the development of data-informed and student-centered academic pathways which meet local needs and align with transfer, industry, accreditation and appropriate governmental requirements

10. Oversee employee hiring, corrective action, disciplinary and termination recommendations as necessary.
11. Develop and mentor staff to promote services and support constituencies by providing quality customer service. Coordinates, provides, and encourages training as necessary for department.
12. Direct and analyze studies of emerging business and educational trends and their impact on the College's policies and operations
13. Develop mechanisms for a wide range of delivery systems and the use of new and emerging technology in support of campus operations
14. Collaborate with other College departments and outside agencies to increase student enrollment, retention and completion
15. Leads efforts to identify and implement processes and system improvements with the goal of enhanced service and cost effectiveness crucial to the success of the ABECC program.
16. Exhibits strong customer service in all interactions with internal and external constituencies. Collaborates with other departments as necessary in order to meet college objectives and goals.
17. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices.
2. Knowledge of administrative procedures and practices.
3. Skill in people leadership and supervision.
4. Skill in effective communication (both written and oral).
5. Skill in independent decision making.
6. Skill in positive productive, and flexible customer service.
7. Skill in budget/resource management.
8. Ability to develop and maintain effective and positive working relationships.
9. 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.
- 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 stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally 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