

Job Description

Position Title: Vice Provost of Academic Access

Job Family: Executive Administration

Job Type: Executive Administrator

FLSA Status: Exempt

Salary Grade: 11

Position Summary:

The Vice Provost of Academic Access provides leadership and strategic direction for Dual Enrollment and academic structures/processes, related to access pathways to the College. This position will also take on special projects in the area of the Provost Office such as "No Wrong Door" to promote further access. The nature of the work of this position requires coordinating the work of multiple stakeholders that are often not part of the structure of this area. .

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. Plan and implement strategic program goals, objectives, policies, procedures and oversee Academic Access for the College.
2. Oversee the Dual Enrollment area of the College to ensure compliance with college policies, accreditation, and state and federal laws
3. Monitor and support the delivery of dual enrollment services to college and high schools students, charter, private schools, and district campus communities.
4. Manage and direct the activities of the department and sub-departments.
5. Oversee budgeting, accounting and financial reporting activities for the assigned department.
6. Build strong collaborative relationships with other units on campus, including with other deans, enrollment services, administration and finance and others to support student access.
7. Support the selection, training, and motivating of faculty and staff. Supervise employees, including prioritizing and assigning work
8. Oversee budgeting, accounting, and financial reporting activities for assigned departments as needed.
9. Represent the Provost at meetings or events as appropriate; conduct meetings, respond to questions; follow-up with administrators, staff, faculty, and community; assist in creating multiple cross-functional committees throughout the College; follow-up with team members regarding tasks; and ensure accountability of others in initiative tasks
10. Identify and assess current and future organizational development needs through process analysis and collaboration with senior management to meet College objectives.
11. Oversee employee hiring, corrective action, disciplinary and termination recommendations as necessary.
12. Responsible for identifying, developing, and refining academic action plans; monitor key metrics; and assist in the decision-making for academic functions. Direct and supervise the collection and review of data and the preparation of a variety of reports, statements, and communications.

13. Participates in special studies and recommending improvements to department practices, policies, and processes.
14. Develops appropriate metrics and tracking mechanisms to measure overall department effectiveness and individual programs.
15. Represents the College to the community and outside organizations and creates position strategic relationships.
16. Engages in a program of professional improvement in order to remain current in the area of responsibility.
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. Skill in people leadership and supervision.
3. Skill in effective communication (both written and oral).
4. Skill in independent decision making.
5. Skill in positive productive, and flexible customer service.
6. Skill in budget/resource management.
7. Ability to develop and maintain effective and positive working relationships.
8. 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 related field required
 - Doctorate degree in related field preferred
 - 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 an 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:

- Works some evenings and weekends
- Pre-employment Background Check Required