

MIAMI DADE COLLEGE

Job Description

JOB TITLE: Associate Provost, Accreditation Activities

JOB CODE: 0004

SALARY GRADE: 20

FLSA STATUS: Exempt

CALENDAR CODE: A1

REVISED: 02/25/2004

SUMMARY:

Provides leadership for the College's compliance with accreditation standards of the Southern Association of Colleges and Schools Commission on Colleges

DUTIES AND RESPONSIBILITIES

Serves as the Accreditation Liaison with the Commission Staff

Ensures that accreditation requirements, including compliance with accrediting standards, are considered not only during the decennial review process, but incorporated among other institutional goals and objectives, and into the planning and evaluation process of the College

Notifies the Southern Association of Colleges and Schools, Commission on Colleges in advance of substantive changes and program developments in accordance with SACS standards

Familiarizes faculty, staff, and students with SACS accrediting policies and procedures, and with particular sections of the accrediting standards and Commission policies that have application to certain aspects of college business (e.g., library, faculty credentials) especially when such documents are adopted or revised

Coordinates the preparation of annual profiles and any other reports requested by SACS

Ensures that the electronic institutional data collected by SACS is accurate and timely

Leads and guides the College through the accreditation process culminating with the on-site peer review every ten (10) years

Develops the timeline for completion of all tasks associated with the accreditation process

Identifies committees and provides direction to ensure completion of all activities according to the timeline

Manages the collection and analysis of information and answers questions regarding the accreditation process

Provides updates to the District Board of Trustees and other group regarding the accreditation process, as needed or requested

Develops and oversees a website that contains accreditation information, status reports and activities

Oversees discipline-based and other accreditation processes

Works closely with the Associate Provost for Academic Programs in coordinating accreditation events and activities

Works in collaboration with the Associate Provost for Institutional Research in monitoring the institution's strategic plan and institutional effectiveness

Develops and administers a budget for the accreditation process

Assists campuses with preparing special reports

Performs other related duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the SACS accreditation process, principles, guidelines and procedures
- Knowledge of college educational philosophy and top management administrative practices and procedures; college curricula and instructional programs
- Knowledge of the goals, objectives, structure and operations of major college institutions
- Knowledge of college policies and procedures
- Knowledge of technological systems as they apply to instructional, administrative, and workplace needs
- Strong interpersonal and communication skills to work effectively with a wide range of constituencies in a diverse community
- Strategic planning skills to effect change in a multi-cultural environment
- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures
- Employee development and performance management skills
- Strong leadership skills that promote dedication, creativity, innovation and growth
- Ability to develop and interpret financial data/plans and manage resources
- Ability to think, reason, and make sound judgments to decide how duties and responsibilities are completed in compliance with college standards and guidelines
- Ability to work effectively in a multi-ethnic/multi-cultural environment with students, faculty and staff
- Ability to speak effectively to employees, faculty, staff, and community groups

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

No or very limited physical effort required and no or very limited exposure to physical risk.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, work is normally performed in a typical interior/office work environment with moderate noise.

MINIMUM REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Doctorate degree in Education or related field and a minimum of seven (7) years of senior-level management experience in an institution of higher learning, demonstrated leadership and creative accomplishments in the area of academic and student service programs