

MIAMI DADE COLLEGE

Job Description

JOB TITLE: Associate Provost, Faculty Initiatives

JOB CODE: 0004

SALARY GRADE: 20

FLSA STATUS: Exempt

CALENDAR CODE: A1

REVISED: 02/25/2004

SUMMARY:

Provides leadership and support to faculty in fulfilling a commitment that supports MDC students in achieving academic excellence and serves as a resource for College Administration on aspects related to the collective bargaining agreement

DUTIES AND RESPONSIBILITIES

Serves as the contact person to the Faculty Union president and interprets and clarifies the faculty issues

Articulate and implement the strategic plans and establish collaborative relationships with campuses for the achievement of goals and action plans

Provides support to the faculty so that they can effectively fulfill their role at the College

Initiates and coordinates special programs in collaboration with appropriate College units

Advises the Provost on financial matters and performs ad hoc strategic analysis as directed

Examines institutional practices that support the fulfillment of the faculty role and encourages their replication as appropriate throughout the College

Makes recommendations that remove organizational barriers to effective functioning of faculty

Provides essential administrative support to the Learning Innovations program

Oversees administration of policies and procedures in conformity with pertinent federal and state laws and regulations

Coordinates faculty recruitment and retention activities, strategies, and the development of innovative programs and services that support new programs and identify opportunities for growth

Performs other related duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES

- 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
- Skills in employee development and performance management
- 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.

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

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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