

MIAMI DADE COLLEGE
Job Description

JOB TITLE: Associate Provost, Student Services

JOB CODE: 0004

SALARY GRADE: 20

FLSA STATUS: Exempt

CALENDAR CODE: A1

REVISED: 02/25/2004

SUMMARY:

Provides leadership for developing student programs while maintaining state compliance and supporting faculty and students.

DUTIES AND RESPONSIBILITIES

Articulates and implements the Student Services strategic plan and lead campus to achievement of goals and action plans.

Leads in the development and implementation of quality support services for students.

Manages the "student flow" process in order to provide students with access to the appropriate sequence of courses to complete an educational program.

Assist with identifying student services needs and coordinate the implementation of plans designed to assure student success.

Assists the Provost in developing and implementing the College vision, mission and goals.

Works closely with the Associate Provost for Academic Programs in engaging partner institutions to identify new program opportunities and to ensure a smooth transfer process for students.

Monitors departmental budgets for the division.

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

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

Develops, implements, and maintains development of campaign policies, procedures, and objectives and fund-raising strategies.

Plans, manages and oversees development programs.

Works with Deans, Executive Officers, Foundation Board, Board of Trustees, and other academic leaders to develop fund-raising programs.

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

Participate in State meetings and communicate new directions and opportunities to the College community.

Coordinate recruitment and retention activities and 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.

- Knowledge of the SACS accreditation process, principles, guidelines and procedures;
- 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.

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 and three (3) years in a leadership role in an educational environment.