



Position Title: Associate Provost, Academic Affairs
Reports To: Vice Provost, Education
Department: District Office of Education
Prepared By/Date: Dr. Pamela Menke/8-4-2010
Approved By/Date: Dr. Rolando Montoya/8-4-2010
Revised: Jennifer C. Brito/8-26-2010

Job Code: 0004-00E
Job Group: PEC
Salary Grade: 20
FLSA Status: Exempt

Summary:

Provides leadership for academic program development, monitors the compliance of programs with accreditation and agency requirements at the state, regional and federal levels; provides support for academic administrators, faculty and students; and guides partnerships with other institutions and international entities

Essential Duties and Responsibilities:

- Contributes to the development and evaluation of academic programs, general education, courses and curriculum.
- Compiles responses to requests for information and reports.
- Staffs the College-wide Academic and Student Services Council (CASSC) and its Coordinating Committee.
- Monitors and develops program and institutional accreditation reports and relationships.
- Serves as a resource for the College-wide Student Learning Outcomes initiatives and provides coordination for the development and review of program and discipline student learning outcome statements and for the review of course competencies.
- Serves as a voting member and resource for the Academic Leadership Council.
- Supervises the Director, International Education, and assures the effectiveness of international arrangements and opportunities, including those related to international partnerships and agreements, the Miami Dade College Confucius Institute, study abroad opportunities, District-wide international grants, and other college-wide international education initiatives.
- Supervises the Director, School and College Relations and assures beneficial institutional articulation agreements, adherence to state and local dual enrollment policies and procedures, and engagement in collaborative arrangements with higher education institutions and with the Miami-Dade County Public School System.
- Supervises the District Director, Academic Programs and assures effective and consistent monitoring and development of the College's academic programs, policies, and procedures.
- Works directly with college and campus personnel and college-wide academic committees.
- Works in close collaboration with the other District members of the Vice Provost's senior leadership team.
- Monitors departmental budgets for the division.
- Advises the Vice Provost and performs ad hoc strategic analysis as directed.
- Maintains currency in pertinent State Rules and Regulations and communicates approved changes, new directions and opportunities to the college community.
- Coordinates the development of innovative programs and identifies opportunities for growth.
- Performs other duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of the following: higher education practice and policies, educational philosophy, curriculum design and program innovations, and community college programs (including those at the baccalaureate level).
- Knowledge of regional and professional accrediting association policies and standards.
- Strong leadership skills that promote dedication, creativity, innovation and growth.

- Knowledge of the goals, objectives, structure and operations of the various types and levels of higher education.
- 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.
- Skill in designing innovative educational programs and partnerships.
- Employee development and performance management skills.
- 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.

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.

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.

Essential Personnel:

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover and continue operations at the College.

Minimum Requirements:

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

- Doctorate degree and a minimum of five (5) years of senior-level management experience in an institution of higher learning or a Master’s degree with seven (7) years of demonstrated leadership and creative accomplishments in the area of academic programs.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name