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| Position Title: | Associate Provost, Faculty Initiatives | | |
| Reports To: | Vice Provost, Education | | |
| Department: | District Office of Education | Job Code: | 0004-03E |
| Prepared By/Date: | Jennifer C. Brito/2-25-2004 | Job Group: | PEC |
| Approved By/Date: | Gloria Leon/8-25-2010 | Salary Grade: | 20 |
| Revised: | Martha Arrieta/8-30-2010 | FLSA Status: | Exempt |

Summary:

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.

Essential 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 Vice 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 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

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 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.

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name