

## POSITION DESCRIPTION

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**JOB TITLE:** ASSOCIATE VICE PRESIDENT OF ACADEMIC AFFAIRS

**DIVISION:** ACADEMIC AFFAIRS

**ANNUAL SALARY:** COMMENSURATE WITH EDUCATION AND EXPERIENCE

**FLSA:** EXEMPT

**IMMEDIATE SUPERVISOR:** VICE PRESIDENT OF ACADEMIC AFFAIRS

**SCHEDULE DETAILS:** ADMINISTRATIVE/FULL-TIME/12 MONTH POSITION/PUBLIC SCHOOL RETIREMENT SYSTEM OF MISSOURI

**DATE OF LATEST REVIEW/REVISIONS:** February 27, 2025

### Position Summary

The Associate Vice President of Academic Affairs reports to the Vice President of Academic Affairs (VPAA). This position is primarily responsible for supporting learning, operations, efficiency, and strategies for the sustainability of Crowder's instructional activities outside of main campus. This includes assigned instructional sites as well as concurrent enrollment. On occasions, this position also supports the office of Academic Affairs with leadership and supervision of general education, assessment, and accreditation. Additionally, the person in this position also supports the Honors program (PTK). The Associate Vice President of Academic Affairs is a member of Instructional Council and College Council.

### Essential Job Duties

- Oversee the operations of instructional sites (currently Cassville, McDonald County, Nevada, and Webb City).
- Under the advisement of the VPAA, coordinate with site directors to develop and monitor programmatic, instructional, and operational strategies to drive enrollment and efficiency of services to learners at assigned instructional sites.
- Serve as the liaison for concurrent enrollment and assigned instructional sites with other functional area leadership (student affairs, facilities, finance, public information/marketing, and information services) to maximize utilization, profitability, and services to learners.
- Evaluate and consult site directors regarding program and course offerings, modalities of delivery, cohort models, etc. in efforts to increase enrollment and efficiency through extended learning opportunities.
- Provide leadership and oversight to the College curriculum approval and revision process.
- Provide leadership of the Crowder College University Center and oversight of communication with area Universities' articulation agreements and bachelor degree completion programs at all Crowder College locations.
- Provide leadership and oversight of the Concurrent Enrollment program.
- Provide leadership and oversight of the College Honors program.
- Assist with student academic appeals.
- Assist with coordinating the College assessment program.
- Assist with program approval process at the State and Federal level.
- Assist with leadership and supervision in developing, evaluating, supporting, and improving educational programs and related services through professional development and program reviews.
- Assist with leadership and oversight over the employment, professional improvement, and evaluation processes for full-time and adjunct faculty.
- Assist with maintaining compliance and documenting programs of study among state agencies, accrediting bodies, and other stakeholders.

**Required Knowledge, Skills & Abilities**

- Master's Degree or higher from a regionally accredited college or university.
- A minimum of five years of progressive experience in higher education management or related job experience. Teaching or training experience preferred.
- A demonstrated record of skills in the following areas: educational leadership; curriculum development, management, project management, problem solving and decision-making skills.
- Knowledge of or familiarity with the mission and distinctive features of community colleges.
- Critical thinking, problem-solving and communication skills.
- Evidence of positive working relationships with students, other professionals, staff, and the public.
- Team-oriented individual with ability to work effectively with others.
- Ability to establish and maintain positive working relationships with faculty, staff, administrators, students, and community members.
- Understanding of and commitment to the community college philosophy and mission.

**Preferred Knowledge Skills & Abilities**

- Two or more years' demonstrated experience leading a profitable business or operational unit.
- Knowledge of using assessment to improve program and student outcomes.
- Knowledge of the Higher Learning Commission's accrediting standards.
- Skill in using data to make informed decisions.
- Doctorate degree in field related to higher education.

**Information Technology Abilities**

- Operate standard office equipment such as computers, copiers, and telephones.
- Ability to perform computer functions, including email, word processing, spreadsheet, database and presentation functions.
- Ability to understand campus-wide computer systems, programs, and network structures.
- Expertise with computer information systems and capabilities, including database design, management and spreadsheet applications.
- Ability to use Jenzabar system and Canvas.

**Positions Supervised**

- All directors and staff in assigned areas of responsibility.

**Working Environment**

- Generally indoors in a normal office environment with minimal exposure to temperature changes, noise, dust or chemicals.
- Normal college working hours but adjustment of hours involving evening and/or weekend work will be required from time to time.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- A neat appearance and appropriate business-like apparel are required.

**Physical**

- Sedentary work involving sitting part of the time, but will involve mobility within the office, campus, and external locations.
- Input and access information-using computers.
- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; stoop, kneel, or crouch; and talk or hear. Specific vision abilities required by this job include close vision.

- The conditions herein 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.

**Creative and Analytical Skills**

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to devise or modify methods or processes to solve specific problems.
- Ability to work with and apply mathematical concepts.
- Ability to interpret an extensive variety of technical and statistical material.

**Language/Communication Skills**

- Ability to communicate effectively with a variety of people, including employees, students, parents of students and the general public.
- Ability to read and understand technical journals, financial reports, and similar publications.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions.

*\*\*\*CROWDER COLLEGE RESERVES THE RIGHT TO MODIFY, INTERPRET, OR APPLY THIS POSITION DESCRIPTION IN ANY WAY THE INSTITUTION DESIRES. THIS POSITION DESCRIPTION IN NO WAY IMPLIES THAT THESE ARE THE ONLY DUTIES, INCLUDING ESSENTIAL JOB DUTIES, TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THIS POSITION. THIS POSITION DESCRIPTION IS NOT AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE. THE EMPLOYMENT RELATIONSHIP REMAINS "AT-WILL." THE AFOREMENTIONED POSITION REQUIREMENTS ARE SUBJECT TO CHANGE TO REASONABLY ACCOMMODATE QUALIFIED INDIVIDUALS WITH A DISABILITY.*