



Job Description: Assistant Vice President for Academic Affairs

The Assistant Vice President for Academic Affairs is responsible for working closely with the Provost/VPAA and College Deans and will supervise the Adult Degree Program, the Quality Enhancement Plan, the Center for Lifelong Learning, and the Library. The Assistant VPAA will also be involved in planning and assessment. The Assistant VPAA will have a 12-month appointment, hold faculty rank and teach half time. This position reports to the Provost/Vice President for Academic Affairs. This is a temporary position with a 2-year term that could be renewed once.

The Assistant Vice President for Academic Affairs shall:

- Supervise and direct planning and assessment efforts for ADP, CLL, Library and QEP.
- Assist in budget development process and monitor budget activities for ADP, CLL, Library and QEP.
- Work with QEP Director and team to increase measured improvement in writing through university-wide writing activities as outlined in the implementation plan.
- Work with Library Director to ensure quality material available, including to online students.
- Work with Library staff to develop and pilot a learning commons concept in the Library.
- Work with CLL Director and ADP Director to establish activity goals, recruitment goals and retention goals, as well as annual assessments with specific action plans developed to improve results.
- Responsible for the development, implementation and growth of the ADP.
- Monitor ADP, CLL, and Library policies and procedures to ensure clarity and compliance.
- Monitor recruitment and retention goals for ADP and CLL with the expectation of program growth.
- Collaborate with Maintenance, IT, and other appropriate offices regarding construction/renovation projects related to areas of supervision.
- Assist in facilitation of Reverse Transfer Agreements and Joint Admissions Agreements with community colleges across the region.
- Develop and maintain positive working relationships and open communication with faculty, staff, students, and administrators.
- Serve as member of Administrative Council.
- Teach two courses each semester (fall and spring).
- Maintain data on students and activities in this area; develop and be held to expected retention goals.
- Provide advising services to assigned student advisees and maintain plans of study.
- Be available to serve on committees as assigned.
- Maintain security of confidential information, files and documents.
- Comply with all university policies.
- Other duties assigned.