Associate Vice President, Academic Affairs

Job Code 00001480

General Description
Responsible for facilitating the operations of the Academic Affairs division with regards to budgets and contracts. Coordinate and facilitate academic assessment activities.

Examples of Duties
Design, administer, evaluate and report division-wide assessment initiatives to facilitate institutional improvement.
Facilitate the conduct of school assessment initiatives at the school, college, department, and course levels.
Manage academic support services.
Discuss and explain divisional policies and procedures.
Develop and prepare long-range concepts or structures.
Devise more efficient ways of managing budgets and personnel.
Make presentations to various groups.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: University, school, college, and division policies and procedures.

Skill in: Preparing reports and memos; negotiating; explaining policies and procedures.

Ability to: Perform intermediate math; read and understand computer manuals, assessment publications, and findings; present research findings.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements