

Asst VP, Curriculum & Academic Programs

Job Code 50038707

General Description

Develop new academic programs, perform research & data analytics, implement strategic plan, and evaluate/process academic program proposals and administrative proposals.

Examples of Duties

Manage the development of new degree proposals

Analyze workforce and professional employment projects, faculty credentials, and budgets

Streamline academic programs and curriculum proposal evaluation and approval processes

Develop and oversee Academic Affairs curriculum policy and procedure statements

Facilitate duties by developing critical partnerships with academic units, program teams, and various internal and external contacts.

Perform other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of: Rules, regulations, policies and procedures of coordinating board, SACS and BOR; degree programs; institutional policies and procedures; university software programs.

Skill in: Working as a team member; interacting courteously with others; effectively directing the work of others and motivating output; preparing reports and letters; analytical/critical thinking; planning; decision-making skills.

Ability to: Understand written job instructions, policy and procedure statements, rules and regulations; prioritize workload of self and others; work under pressure; write and prepare proposals and policies; perform basic math; communicate effectively.

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