Assistant Vice President, Academic Affairs

Job Code 50025387

General Description
Responsible for coordinating all academic and non-credit programs offered through the partner institutions of the North Austin/Williamson County teaching center.

Example of Duties
Determine education and work force needs of business, community, and industry.
Coordinate planning and programs of Round Rock Campus partners.
Assess Round Rock Campus services.
Develop and coordinate marketing plan.
Assess facility needs.
Monitor budget.
Oversee duties of the office.
Assist with related activities.
Interview, hire, train, and evaluate associate director and administrative assistants.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of:
- Computer software;
- Policies and procedures for the Round Rock Campus partner institutions;
- Academic degree programs and procedures;
- Faculty and administrative procedures;
- Intermediate math.

Skill in:
- Effectively directing the work of others and motivating output;
- Establishing rapport with a variety of clients;
- Interacting courteously with often hostile members of the public;
- Mediating disputes among employees;
- Public speaking;
- Marketing.

Ability to:
- Read and understand complex legal and policy documents;
- Interpret detailed charts, graphs, and specs;
- Understand employer’s policy and procedure manuals;
- Prepare clear, concise and grammatically correct reports, letters, proposals;
- Create articles for publication;
- Prioritize workload.

Education and Experience
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