

Job Title	ASSOCIATE VICE PRESIDENT FOR ACADEMIC AFFAIRS
Department	ACADEMIC AFFAIRS
Reports To	EXECUTIVE VICE PRESIDENT FOR ACADEMIC AFFAIRS /INSTITUTIONAL EFFECTIVENESS AND RESEARCH

EMPLOYMENT TERMS:

<i>Full Time – Salaried</i>

QUALIFICATIONS:

Education	A Master's degree from a nationally or regionally accredited college or university in a vocational field, occupational supporting discipline such as mathematics, English, psychology, or in a closely related field. An advanced degree in educational leadership is desirable.
Experience	At least three years of full-time, paid work experience. within the past seven years in an educational environment. Must include three years as an instructor and two years work experience in business, industry, or the military. Must demonstrate skills in curriculum development, instructional methodology, planning, evaluation, supervision, and management.
Desirable Skills	Experience in postsecondary education within the teaching fields to be supervised; some proficiency in budgeting. Must demonstrate effective communication skills.

PRIMARY DUTIES:

<ol style="list-style-type: none"> 1. The Associate Vice President for Academic Affairs (AVPAA) is responsible for providing leadership and direction of academic programs and works with faculty, staff, students and members of the community in creating a vision for student success and learning. The AVPAA is integral in championing the mission of the institution and develops and implements strategic planning for academic programs in cooperation with the Executive Vice President for Academic Affairs/Institutional Effectiveness & Research. 2. Supervises and evaluates academic and operational deans. 3. Oversees departmental budgets and collaborates with academic and operational deans on annual budgeting process. 4. Provides oversight and leadership of curriculum development (planning, revision, evaluation and implementation). 5. Collaborates with members of the college community in the development and sustainability of innovative academic programs. 6. Leads the development and implementation of the planning and assessment (i.e. student learning outcomes and program outcomes) of instructional programs. 7. Manage the course scheduling process and collaborates with various units (i.e. Student Affairs and Administrative Services) regarding matters concerning registration, faculty advisement, and classroom scheduling. Works closely with academic deans and department chairs in developing and supervising the master course schedule. Explores new scheduling methods and software to maximize use of facilities, streamline office processes and improve the master course schedule.
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8. Manages articulation agreements and works collaboratively with key college stakeholders regarding external partnerships.
9. Works closely with the Office of Community Engagement and Public Affairs and the Office of Student Affairs in marketing academic programs to the community.
10. Assists with the recruitment and retention strategies for students.
11. Assists in the preparation of program accreditation materials and site visits.
12. Assists in the development of professional development activities for faculty.
13. Assists in the procurement and management of federal and private grants.
14. Attends advisory committee meetings as schedule permits and maintains advisory committee meeting minutes and other documentation related to advisory committees.
15. Serves on college-wide committees as assigned by the Executive Vice President for Academic Affairs/Institutional Effectiveness and Research.
16. Performs other duties as assigned by the Executive Vice President for Academic Affairs/Institutional Effectiveness and Research.

APPLICATION DEADLINE: Until filled

Applications are submitted **on-line only** at www.augustatech.edu.

TRANSCRIPT REQUIREMENTS

Applications for this position are reviewed upon receiving all official transcripts. **Official transcripts** must be mailed directly from the educational institution to the Human Resources Office, 3200 Augusta Tech Drive, Augusta, GA 30906 or electronically to srouse@augustatech.edu.

PRE-EMPLOYMENT SCREENING

Pre-Employment background checks are required. *(Conducted by Augusta Technical College)*

CONTACT

Shirley Rouse, Pre Employment Manager at (706) 771-4026 or srouse@augustatech.edu

SALARY

Negotiable

*A Unit of the Technical College System of Georgia
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