

Position: Associate Vice President of In

opportunities, participating in hiring and onboarding new staff, and participating in corrective and disciplinary processes with assigned staff.

Review and recommend legislation and advocacy priorities impacting assigned areas of responsibility which could benefit the District and its students, faculty, and staff; maintain liaison with appropriate government agencies and local, State, and national organizations.

Lead other operational areas and perform related duties as assigned.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles of effective community college and higher education instructional programs, comprehensive student services, administrative operations.

Accreditation standards, processes, and reporting requirements.

Principles of strategic planning, internal and external environmental analyses, systems analyses, and related activities.

Relevant skills

Operate and effectively use office technologies and software applications, including general business platforms and technologies and enterprise resource planning systems.

Hire, onboard, train, evaluate, supervise, develop, and discipline assigned staff.

Organize, assign, prioritize, and guide work activities within assigned areas of responsibility and provide timely, effective feedback.

Read, interpret, and apply laws, regulations, policies, and guidelines impacting the effective, efficient, and equitable performance of the assigned areas and the District's comprehensive operations

Research, analyze, develop, and interpret policies and procedures impacting assigned areas of responsibility.

Learn from errors, determine appropriate corrective action, and prevent repeat occurrences.

Create a culture of shared accountability for effective performance within assigned areas.

Education and Experience:

A master's degree from a college or university accredited by a regional accrediting agency recognized by the United States Department of Education, and

Four (4) years of administrative leadership experience in institutional assessment, research, and planning.

Licenses and Certifications:

None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature, and