

Pa Director of Academic Affairs, Agriculture
Innovation and Technology

PaHer

- Pj Conducts a variety of analytical and operational studies regarding programmatic activities; prepares comprehensive technical records and reports, identifies alternatives, and makes and justifies recommendations.
- Pj Attends and participates in professional group meetings and various District committees and advisory groups; stays abreast of new trends and innovations in the field of agriculture business innovation and other services as they relate to the area of assignment.
- Pj Maintains and directs the maintenance of working and official files.
- Pj Monitors changes in laws, regulations, and technology that may affect District or program operations; implements policy and procedural changes as required.
- Pj Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Dean of Academic Affairs.
- Pj Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Pj Performs related duties as assigned.

QUALIFICATIONS

Knowledge

- Pj Theories, principles, and practices associated with higher education curricula and instruction, student support services, student learning, and student success.
- Pj Principles and practices of enrollment management.
- Pj Principles and practices of fiscal management, strategic and facilities planning.
- Pj Pertinent federal and state laws and regulatory provisions.
- Pj College accreditation procedures, practices, and standards.
- Pj The development, implementation, and assessment of student learning and/or service area outcomes.
- Pj Principles and practices of technology and software use for databases, accounting, spreadsheets, and other business processes.
- Pj Budget development, administrative practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Pj Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Pj The local, regional, and state agriculture communities, industry areas of greatest interest and concern, and potential for growth and support.
- Pj Principles, practices, theories, and methods of research design, evaluation, data collection and statistical analysis, interpretation, and reporting of a variety of data and information.
- Pj Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Pj Principles and procedures of record keeping, technical report writing, and preparation of correspondence and presentations.
- Pj Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Pj Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, various socio-economic and ethnic groups.

Ability

- Pj Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
- Pj Effectively lead employees and teams with a collaborative style in a collegial and participatory governance environment.
- Pj Deliver formal and influential presentations.

- Pj Be a fair-minded, ethical, and honest leader with excellent interpersonal and communication skills, both oral and written.
- Pj Develop, implement, and evaluate programs and services.
- Pj Utilize data and assessment outcomes to make improvements for programs and services.
- Pj Inspire and motivate others toward goal achievement.
- Pj Counsel, direct and facilitate professional development of employees.
- Pj Develop and monitor budgets and effectively utilize resources.
- Pj Effectively manage priorities in large, complex and diverse operational units.
- Pj Use independent judgment in the interpretation and application of rules, regulations, policies, and procedures.
- Pj Provide leadership and work collaboratively and productively with all stake holders including; faculty, students, administrators, support staff, unions and the community.
- Pj Recruit, select, supervise, and evaluate employees.
- Pj Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Pj Be highly creative, but practical.
- Pj Lead and assume initiative without close supervision, and interact comfortably with the highest level of leadership of the agriculture industry.
- Pj Identify public and private grant opportunities and effectively engage partners during the application process and throughout subsequent grant management and implementation activities and reporting.
- Pj Foster open communication among all stakeholders, adhering to principles of trust, teamwork, and collaboration.
- Pj Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Pj Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare