

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

Class Title: Vice President for Academic Affairs			<i>Adm. Rev. Approved: June 23, 2006</i>
Level: ADM03	FLSA Status: Exempt	Class Code: A0302	<i>Approved by: College President</i>

GENERAL DESCRIPTION

Provides strategic College-wide leadership for the development and delivery of educational programs. As the College's chief academic officer, the position is responsible for the administrative management of the College transfer programs, workforce education, continuing education, international education, honors institute, district library services, and distance learning. The position is also responsible for recommending the implementation of the academic rules and procedures involving all instructional/curricula services and academic technology

	KEY RESPONSIBILITIES	% OF TIME
1. *	Directs the work of the education division.	20%
2. *	Develops, implements, and evaluates long and short-range educational plans.	10%
3. *	Supervises the College-wide Articulation Program, learning strategies (i.e., learning communities & service learning) and academic support services.	10%
4. *	Recommends the implementation of College academic rules and procedures including instructional / curricula innovations.	20%
5. *	Oversees district-wide academic and instructional support committees. Reviews and coordinates the development of the AA, AAS, AS degrees and Certification Programs.	20%
6.	Provides administrative support for the College-wide LRC Program.	10%
7.	Responsible for budget preparation, management, and analysis.	10%
8.	Performs other similar and related duties as required.	

* Indicates an "essential" job function.

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KEY JOB REQUIREMENTS		
Education:	Masters degree required; doctoral degree preferred.	
Experience:	Ten years or more of prior related work experience required.	
Planning:	Makes formal plans that exceed one year, but not three years beyond normal operational planning. The primary scope of planning activities in this position affects the entire College.	
Impact of Actions:	<p><i>Operating Budget Responsibilities:</i> Has full authority to delegate control of the budget to subordinate personnel. May plan and direct revenue-generating activity.</p> <p><i>Grant Fund Responsibilities:</i> Provides supportive advice, analysis, or related services which impact the expense or revenues but with no authority to actually spend the budget. May collect or process revenues/expenses.</p> <p><i>Revenue Generating Impact:</i> Provides supportive advice, analysis, or related services which impact the expense or revenues but with no authority to actually spend the budget. May collect or process revenues/expenses.</p>	
Impact of Decisions:	Work of position involves leadership which routinely affects campuses of HCC and/or the surrounding community in a demonstrable way.	
Complexity:	Work is broad in scope covering one or more complicated areas. Policy, procedure, or precedent are typically created by this position.	
Decision Making:	Supervision is present on a limited time basis to review broad objectives. Independent judgment is required to review and approve major recommendations, establish procedures, and coordinate technical and administrative recommendations with College-wide policies.	
Problem Solving:	Problem solving requires choice of courses of action, which are limited by broad company policy and requires understanding and evaluation of impact upon the College. Policy, procedures and precedent are created and/or approved by this position. Solutions affect College policy or operations.	
Communications with Others:	Continuing contacts involving difficult formal negotiations calling for well-developed sense of timing and strategy and explanation and interpretation of policies, rules and regulations and/or the handling of very difficult personal relationships. Regular contacts with external persons of importance and influence involving considerable tact, discretion and persuasion.	
Supervision of Others:	Supervises multiple functions, with full responsibility for effective operation and results. Nature of work supervised requires extensive training and experience, the ability to integrate diverse campuses of HCC and provide overall leadership for the institution.	
Job-Related Knowledge:	Requires extensive knowledge in several professional disciplines and/or singular knowledge of a specialized advanced discipline. Able to integrate information from many diverse areas. Requires extensive theoretical or highest level of organizational and/or business knowledge to manage a major segment of HCC. Recognized expert in the field and consultative resource by other outside HCC.	
Innovation/Creativity:	Work constantly requires the development/enhancement of innovative and complex methods, procedures, policies, products or systems. Results generally affect the College as a whole. May impact the overall competitive position of the College.	
Working Conditions/Physical Effort:	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.	