



## Job Description

**Job Title: Executive VP, Academic Affairs & Student Success JTC: AKW**

**Salary Range: E10**

**FLSA: Exempt**

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

### POSITION SUMMARY

A senior level administrator responsible for providing leadership for credit instructional programs and instructional support services. Work in a collaborative manner with the Associate Vice President/Executive Dean for non-credit programs. Responsible for policy development in student learning, academic programs, and related student success areas. As the Chief Learning Officer, this administrator is expected to further develop the College as a center for innovation in promotion and documenting student learning in a technology-enhanced environment. Responsibilities include the direct supervision of key administrators in the instructional and instructional support areas.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Comprehensive knowledge of college planning, assessment, accreditation, academic programming, instructional research and the multiple demands facing faculty members. Knowledge of innovative program offerings and trends in instructional delivery with the ability to provide stakeholders with data-informed analysis of key academic affair issues. Experience contributing to strategic planning efforts and aligning resources to support instructional priorities and core mission. Must have a deep understanding of the mission and culture of a community college.

Demonstrated ability to effectively solve problems, initiate and implement projects independently, while managing multiple priorities. Ability to think analytically and creatively to generate new ideas and establish well-defined goals that considers the priorities and objective of the College. Experience with academic and institutional assessment for both program and regional accreditation.

Success in building strong working relationships with senior leadership teams, the Board of Trustees, students, faculty and staff. Ability to develop new and creative ways to continue to attract, support and retain high-quality, diverse faculty and staff. Demonstrated commitment to diversity, equity and inclusion will be critical to the success of the position. Ability to collaborate effectively with funding agency officials, business/industry/community leaders, and individuals from diverse backgrounds.

Experience in maintaining confidentiality and discretion regarding highly sensitive personnel matters. Record of sound and ethical decision-making, integrity and professionalism. Experience with implementing academic and student policies, practices and procedures. Demonstrated experience in program and curriculum development; grant development and reporting.

Knowledge of budgeting principles and practices; strategic management principles and practices; and higher education administration. Strong interpersonal, public speaking and writing skills to interact with



individuals from multi-cultural backgrounds. Strong knowledge and experience providing effective customer service.

## PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

## MINIMUM KNOWLEDGE AND EXPERIENCE

Doctorate plus two years' experience as an administrator in a community college or Master's degree plus five (5) years of experience as an administrator in a community college. Additional five years of experience in higher education to include a minimum of one year of full-time teaching. Must have five years of supervisory experience of full-time staff. Must have valid driver's license for off-site travel. \*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Provides leadership in the design, implementation, and evaluation of all activities related to the following: new instructional development and curriculum revision; the identification and integration of non-instructional student support activities appropriate for the college community; and the design and delivery of instruction and training to varied audiences. Formulates and interprets policies, procedures and objectives. Assures compliance with related program/state, federal, rules and laws.

Provides leadership and coordinates with the executive deans in the recruitment, selection, coaching and evaluation of a diverse staff. Makes recommendations to the President for hiring faculty with input from executive deans, college faculty, and staff. Develops, implements, and monitors a significant portion of the college budget; identifies and pursues alternate funding sources where appropriate. Provides guidance in the formulation of class schedules and serves as an advisor in the development and revision of the college catalog, schedule booklets, instructional brochures, etc.

Develops and maintains strong internal and external relationships to further college and district goals, to shape future programs, and build strong community alliances. Provides leadership in the planning, development, implementation and evaluation of credit instructional programs, including the development and revision of program curriculum.

Initiates and coordinates through the college research staff, instructional research related to the instructional programs and student success areas. Assumes overall responsibility for directing the activities of the student development Dean's engaged in performing the functions of the assigned areas. Assists student development teams with college-wide leadership in enrollment management, recruitment and student retention efforts. In absence of President, acts as administrator-in-charge of college.

Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks and participates in internal and external meetings and seminars. Supervision: Designs and executes a staffing plan to meet requirements through selection, training, and supervision of assigned staff. Must have strong interpersonal, presentation, oral



and written communication skills to interact effectively with a diverse, multi-cultural DCCCD community network.

Performs other duties as assigned.

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.*