

## **AVP Academic Affairs & Accreditation**

### **Description**

Reporting to the Executive Vice President, the Associate Vice President for Academic Affairs and Accreditation provides leadership and vision in the planning, direction, administration and evaluation of most of the college's general education and transfer academic disciplines. This position will oversee and support accreditation, curriculum reviews, new curriculum approval processes, institutional improvement processes and evaluation functions. The AVP is responsible for academic planning, enrollment management and improvement/advancement of teaching and learning in the college; promotes the development of innovative instructional and support programs to meet the educational needs of a diverse student population; works collaboratively with all segments of the Hartnell community and the community at large; coordinates the hiring and evaluation of faculty, staff, and administrators of instructional programs and services; responsible for advancing the college's diversity goals; manages productivity; develops and monitors instructional budgets; and encourages the development and use of a broad range of teaching and learning strategies and new technologies related to the access and delivery of programs and services.

### **MINIMUM QUALIFICATIONS:**

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Master's degree in a related field.
3. One year of administrative experience, formal training, internship or leadership.
4. Demonstrated experience with the accreditation process.

### **The successful candidate will have direct experience in:**

1. Planning, implementing, administering, and evaluating instructional programs and services;
2. Hiring, supervising, developing and evaluating faculty and staff;
3. Developing, managing and administering complex budgets;
4. Active support of diversity.
5. Demonstrated effective oral and written communications.

### **PREFERRED QUALIFICATIONS:**

1. Postsecondary administrative experience in a multicultural environment.
2. Demonstrated successful program or curriculum development and academic strategic master planning.
3. Experience in managing and leading diverse personnel, including team building, cultural sensitivity, conflict resolution, and team projects.

4. Teaching experience in a community college or other higher educational institution.
5. Resource development experience with grants, foundations or similar development activities.
6. An earned doctorate.

In addition, successful candidates will demonstrate the following:

1. Shared governance principles, recognizing the importance of the democratic process and fostering open communication among all divisions, programs and services; adhering to principles of trust, team work and collaboration.
2. Effective interaction with diverse students, staff, faculty and administrators, individually and as team members.
3. Use of independent judgment in the interpretation and application of rules, regulations, policies and procedures.