BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Vice President of Academic Affairs

DEPARTMENT: Academic Affairs

FUNCTION: Formulates, recommends, and implements Academic Affairs policies and procedures. Develops, maintains, and enhances academic programs; promotes a culture of student learning and development and cultivates creative approaches to teaching and learning. Provides leadership and direction to academic deans, directors, and department heads, including the development of programs to meet local community needs.

REPORTS TO: President

SUPERVISES: Manages the following direct reports and oversees the employee populations of their respective organizations: Divisional Deans; Dean of Library Services; Dean of Continuing Education, Dean of Bergen Community College at the Meadowlands; Dean of the Ciarco Learning Center; Associate Dean of Curriculum; Associate Dean of College/High School Partnership Programs; Managing Director of Learning Assistance Services; Managing Director of the Center for Innovation in Teaching and Learning; Phi Theta Kappa Administrative Advisor; Grants Coordinator, STEM GPS; Title V Grant Coordinator and an Administrative Assistant

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Leads, plans and directs all credit and non-credit academic programs.
2. In collaboration with the Executive Team, establishes, manages and assesses the goals and outcomes for Academic Affairs’ areas.
3. Formulates, recommends, implements and evaluates policies, procedures, programs, processes and systems for Academic Affairs; this includes goals and objectives for credit and non-credit academic programs, the library and instructional support services.
4. Develops, maintains, and enhances academic programs; promotes a culture of student learning and development and cultivates creative approaches to teaching and learning.
5. Provides leadership and direction to academic deans, directors, and department heads, including the development of programs to meet local community needs.
6. Works closely with internal organizations, standing committees, and special committees of the college to assure faculty and staff input into the development of academic processes.
7. Develops and administers the Academic Affairs budget, including forecasting, planning, and monitoring of expenditures; assures that each unit adheres to budgetary guidelines.
8. Provides direction for academic and instructional use of information technology.
9. Administers all accreditation self-studies and reports.
10. Oversees course and facilities’ scheduling and the development of the College calendar.
11. Serves as a member of the President's Executive Council, the Management Team and other administrative committees as assigned.
12. Initiates cooperative relationships with appropriate community constituencies.
13. In collaboration with the Vice President of Student Affairs, establishes, monitors, and assesses enrollment management goals.
14. Participates in local, state, and national professional organizations related to higher education, the community college, and academic services.
15. Develops a set of core outcomes for division and measures and tracks annual performance against objectives; prepares and submits annual assessment report to the President and the Vice President of Institutional Effectiveness, fully engaging with the College’s Outcomes Assessment Program.
16. Acts as performance manager for all direct reports including managing day to day performance, producing and communicating written performance evaluations, approving requested time off, and other points of compliance with HR rules, regulations and unit collective bargaining agreements.
17. Subject to executive review and final board approval, has the responsibility, power and authority to hire, fire, discipline and promote full and part-time employees.
18. Performs additional tasks or duties as assigned by the President or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Has basic knowledge and proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:
- Leadership
- Managing People
- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

Education: Master’s Degree required; PhD preferred
Experience: Minimum of 10 years’ of progressive administrative experience in higher education including teaching, preferably in a community college setting. Experience in collective bargaining environment preferred

Other:
Evidence of: (1) commitment to students and their development, both individually and collectively; (2) team approach to problem solving; (3) ability to manage multiple departments; (4) knowledge of enrollment management strategies; (5) understanding of the uses of information technology to deliver, monitor, and evaluate programs and services for students; (6) knowledge of disciplinary and judicial processes; (7) strong knowledge of academic affairs; and (8) commitment to diversity and multiculturalism.

- Commitment to Student Success
- Learning-centered Teaching Strategies
- Inclusion and Diversity
- Professional Commitment
- Outcomes-based Practice
- Assessment
- Scholarship of Teaching and Learning

Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.

Submitted by: _____________________ Date: ____________
Name/Title

Approved by: _____________________ Date: ____________
Name/Title

Reviewed by: _____________________ Date: ____________
Human Resources

Board Approval: _____________________ Date: ____________
Board Approval

THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE