VICE-PRESIDENT ACADEMIC AND STUDENT AFFAIRS
POSITION NUMBER: FA010
REPORTS TO: COLLEGE PRESIDENT – 00074

Serves as the chief academic and student services officer of the college overseeing academics, student services and related activities. Provides leadership for student retention and enrollment growth. Helps ensure that academic programs and student services are delivered efficiently and are maintained at a high level of quality.

65% Plans, organizes, and directs academic and student services programs. Supervises the administrative faculty in the following areas: student affairs, academic divisions, instructional support services, institutional effectiveness, dual enrollment, distance education and instructional technology.

5% Participates actively in the recruitment of faculty and other professionals in compliance with established affirmative action objectives. Recommends new appointments and reviews and recommends promotions and terminations to the President as appropriate. Develops and coordinates in-service training programs for faculty.

10% Plans, approves, and administers the annual and biennial budgets for offices of responsibility. Coordinates the requirements and requests for staff, equipment, professional development, facilities, and services.

5% Administers the preparation of the Faculty Handbook, the College Catalog, the Adjunct Faculty Handbook, the "Schedule of Classes", and other publications as required by the President. Prepares the annual college academic working calendar.

10% Provides for the on-going evaluation of all programs, services, and staff. Plans and organizes graduation ceremonies. Certifies and recommends to the President candidates for graduation. Participates on College committees and VCCS taskforces as required. Serves as consultant and advisor to committees dealing with subject matter in academic and student services.

5% Serves as the contact person for the College in dealing with the VCCS, SCHEV, and other state and federal agencies on matters pertaining to academic and student services. Interprets academic and student personnel services programs to students, staff, and the community as appropriate.

05/2009