

JOB DESCRIPTION

1. Name of Employee (Last, First, MI)		2. Employee Number	Position Number
3. Department	Bureau Thaddeus Stevens College of Technology	Division	Headquarters Lancaster, PA
		Organization Code	
4. Class Title Vice President		Working Title Vice President of Academic Affairs	
5. Regular Work Schedule		Position is:	
Start Time: 7:30 am	Lunch Length: 1 hour	<input checked="" type="checkbox"/> Full-Time	<input type="checkbox"/> Permanent
End Time: 4:00 pm	Hours/Week: 37.5	<input type="checkbox"/> Part-time	<input type="checkbox"/> Temporary
Days Worked (Check all that apply.):		Reports to: Name Class Title	
S	M	T	W
TH	F	S	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		William E. Griscom President	
		Explain any schedule variations:	
This is a senior management position which required significant hours of work beyond the days and times noted under Regular Work Schedule.			

6. Describe the work assigned to this position, listing the critical duties and responsibilities first. Explain work in familiar terms and include machines or equipment used. Use additional paper if needed.

Functions independently as the chief academic officer for the College. This includes all matters related to curriculum development, evaluation of instruction and instructors. There are currently fifty-three (53) full-time faculty. Directly supervises: the Director of the Learning Resource Center; Director of Career Services; the Director of the Teaching Center; and the Registrar.

Responsible for the function of the Developmental Education labs and tutorial services including the Act 101 summer program and the TSTEP and APEX Programs.

Responsible for Academic Affairs area budget which includes: educational materials and supplies and capital equipment.

Responsible for the development and implementation of academic policies that will enhance the vitality and diverse background of an emerging College.

Administers the Registrar functions for the College including supervision of two professional positions in the office.

Develops the master schedule for all courses and sections for the current nineteen (19) programs offered by the College.

Responsible for revisions and publication of the College catalog and scholastic calendar.

Oversees the College's Career Planning and Placement Services.

Oversees the College's Teaching Center.

Holds meetings, develops policy and supervises the four division/department chairpersons. There are significant problem-solving responsibilities that re dealt with on a weekly basis.

Functions as one of the senior administrators that sit on the President's Council.

Administers the nineteen (19) program Advisory Committees at the College and solicits members from business and industry for the committees.

Develops and negotiates articulation agreements between the College and secondary schools and four-year institutions.

Supervises the development of Distance Learning courses for the College.

Responsible for the College bookstore and the acquisition of textbooks.

Develops grant proposals as appropriate.

Provides leadership to the faculty for professional development on an annual basis.

Develops policy and implements procedures related to the dismissal, retention and graduation requirements for the students.

Makes decisions and recommendations to the President regarding all academic policies.

Administers the College Internship Program.

Performs related work and special projects as required and/or assigned by the President.

Coordinates the College's annual student awards banquet.

Coordinates the College's commencement.

Primary liaison with the Pennsylvania Office of Administration relative to the College's faculty collective bargaining unit.

Promotes the assessment of student outcomes in order to determine the effectiveness of student learning and student development programs.

Responsible for adherence to accreditation standards and consistent application of academic policies and procedures and provide oversight for all accreditation activities.

7. Briefly describe how work is assigned to this position and how the work is reviewed.

The work assignment for this position results from the job description (approved by the President) and responsibilities delegated by the President. Considerable independence is associated with this position in relationship to decision making and policy matters. Work is evaluated through Annual Performance Review, monthly Board Reports, and weekly reports at the President's Council meeting.

8. If this is a supervisory position, briefly describe how work is assigned to subordinate personnel and how their work is reviewed. (If this is not a supervisory position, leave blank.)

Work is assigned by class schedules for the faculty and by job description for the professional and clerical staff. Review of faculty is conducted through classroom observation, review of SIRs and individual evaluation conferences. Professional and clerical staff reviewed using the Commonwealth evaluation system.

9. Attach an Organizational Chart identifying all reporting relationships for this position.

10. Attach a statement identifying the essential functions of the position.

CERTIFICATION

I certify that to the best of my knowledge all statements contained within the job description are correct. This job description consists of four pages. (Count this form as 1 page.)

Employee's Signature _____ Class Title _____ Date _____

Immediate Supervisor's Signature _____ Class Title _____ Date _____

Reviewing Officer's Signature _____ Class Title _____ Date _____

IDENTIFICATION OF ESSENTIAL JOB FUNCTIONS

Class Title: Vice President

Position Number:

Bureau/Division: Education/Thaddeus Stevens College of Technology

Employee Name:

Essential Job Functions:

Provide leadership in curriculum development and professional development of faculty.

Provide decisions regarding the academic integrity of the College courses and programs and insure that all students fulfill graduation requirements.

Provide leadership in scheduling of faculty loads and all registration functions.

Ability to delegate responsibility to staff or division chairpersons and directors within the instructional area.

Ability to interpret college transcripts and make decisions for transfer students.

Ability to provide data necessary to make decisions regarding evaluation of instruction.

Ability to provide leadership in hiring full-time and adjunct faculty.

Ability to collect and interpret data necessary to provide relevant academic programs for our students.

Ability to interact with business and industry to maintain advisory committees and placement of our graduating students.

Ability to establish and maintain effective working relationships with high level administrative officials, faculty, staff, students, business, industry, and the general public.

Knowledge of the principles and practices of post-secondary education, vocational-technical education, career development and workforce innovation.

Knowledge of principles and practices in the design and development of education programs and curricula at the postsecondary level.

Knowledge of modern teaching methods and problems.

Knowledge of current trends, developments and research in vocational-technical education, career development and workforce development.

Knowledge of post-secondary and/or higher education administrative and managerial practices and methodologies.

Knowledge of federal and state rules and regulations which relate to postsecondary vocational-technical education, career development and workforce development.

Ability to interpret and administer the faculty collective bargaining contract.

Supervisor Signature: _____ Date: _____