



Position Title: Associate VP of Academic Affairs

Reports To: VP of Academic Affairs

Classification: Exempt

WC Code: 8868

Position Type: Second Level Administrator

Florida National University contributes to the education of a diverse student body within the community it serves. FNU employs and develops a faculty of scholars proficient in the art of teaching. We strive to prepare students for employment in their chosen careers through quality education and instruction.

Major Responsibilities: Assist the Vice-President of Academic Affairs in the proper functioning and evaluation of the academic divisions, and to support the Vice-President of Academic Affairs in the coordination and supervision of all aspects pertaining to academic affairs. The Associate VP of Academic Affairs also assists the Vice President of Academics in the supervision of his/her subordinates and ensures that all duties and responsibilities are being completed by all.

Key Responsibilities:

1. **Communication Management:** Respond promptly to daily communications via email and voicemail, addressing inquiries promptly and professionally.
2. **Policy Adherence and Ethical Compliance:** Ensure strict adherence to the University's mission, policies, procedures, ethical standards, compliance with data protection regulations and pertinent legal regulations in all aspects of admission activities.
3. **University Engagement:** Participate in Commencement Exercises, new student orientation, university events, committees, self-studies, and University Commencement Ceremonies.
4. **Special Projects:** Execute special projects assigned by the President or supervisor.
5. **Compliance Adherence:** Ensure compliance with Title IX of the Education Amendments Act of 1972, as well as FNU Policies, Procedures, Rules, and Regulation, the FNU Code of Ethics, Family Educational Rights and Privacy Act (FERPA), Florida Information Protection Act of 2014 (FIPA), the EU General Data Protection Regulation (GDPR), and all other applicable federal, state, and local laws, rules, and regulations.
6. **Assigned Duties:** Undertake other assigned duties as required.

Position Responsibilities:

1. Serves as advisor to the VPAA, and when necessary or as directed, acts on behalf of the VPAA.
2. Oversees, along with the VPAA, the structure and leadership of the University's academic divisions and departments for an academically efficient operation.
3. Assists the VPAA on the development of administrative talent, selection and promotion of faculty, conflict resolution, and advising of other academic administrators on personnel issues.

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4. Work collaboratively with the Director of Admissions to manage the Dual Credit/Early High School programs.
5. Reviews, revises, and maintains the List of Alternative High Schools update quarterly with the VPAA and the University Registrar.
6. Work closely with the VPAA and Campus Deans in preparing and prioritizing budget needs based on available revenue and resources.
7. Monitor policies and procedures to ensure clarity and compliance for direct report areas.
8. Monitor program success and viability with respect to enrollment, retention, graduation rates, and student success; make marketing and recruitment recommendations to Campus Deans and Director of Admissions.
9. Assist in determining and developing new and innovative education opportunities and other relevant program initiatives.
10. Assure new programs are properly reviewed and approved by appropriate internal and external stakeholders.
11. Contribute to the creation of external partnerships with local industry and educational entities.
12. Maintain the Academic Program Review System.
13. Support the assurance of academic program quality, teaching, research, and service excellence.
14. Assists the University's self-study efforts for accreditation by the Southern Association of Colleges and Schools.
15. Oversees the hiring process for all faculty, program directors, department and division heads including review of all applicant transcripts (in conjunction with the Accreditation Liaison) and interviews in conjunction with the VPAA.
16. Oversees the development of short and long-term plans for the university's curriculum and staffing, for efficiency and effectiveness, and for improving the quality in the new Interdisciplinary Division, and any other new academic programs, department, or divisions.
17. Directly supervises, under the guidance of the VPAA, the Division/Department Heads and program directors.
18. Assists in the supervision of the Library, Office of the Registrar, and Office of Academic Advising.
19. Oversees and reviews the Library and Academic Division's budgets, in conjunction with the Campus Deans and the VPAA.
20. Works with the Faculty Senate President to address faculty needs and concerns.
21. Ensures the development and proper distribution of the course syllabi and the collection of the permanent Institutional File of Syllabi.
22. Assists the VPAA in obtaining and reviewing all the documentation required for the faculty folders.
23. Participates in the University Curriculum Committee and oversees the committee if the VPAA is unavailable.
24. Assists with coordinating the master schedule, course offerings, and available faculty pool.
25. Participates in the revision or development of programs and courses in conjunction with the VPAA, Division and Department Heads, program directors, and the faculty based on university need and outcomes of the assessment processes.
26. Reviews the diagnostic testing utilized by the Registrar and Academic departments prior to implementation, including ongoing assessment of the tools currently utilized.

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27. Organizes, with the VPAA, the Faculty Professional Development and Faculty Workday activities.
28. Organizes, with the VPAA, the Faculty Annual Course/Program Planning and Evaluation Week.
29. Works with the VPAA to ensure that the evaluation and assessment of student outcomes is properly conducted by each academic division.
30. Ensures that the assessment of student outcomes by each division drives the improvement plan for the individual faculty, programs, and departments.
31. Supervises the process of student evaluation of faculty and the University's faculty development programs,
32. Works with the Office of Assessment and Research to create surveys to appropriately assess the University's personnel.
33. Assists the VPAA in oversight of continuous academic improvement activities across the university.
34. Coordinates all classroom observations and conducts the peer-review process annually.
35. Oversees select University Committees.
36. Coordinates with the University's Title IX Coordinator to ensure the University complies with Title IX of the Education Amendments Act of 1972.
37. Participates in Board of Governor Meetings as required.

Education / Experience Requirements:

- Doctorate degree from a regional accredited institution.
- Ten or more years of senior administrative level leadership and experience in higher education with a demonstrated student-centered philosophy of education, instruction, and research.
- Demonstrated experience with strategic planning and leading ongoing efforts of the University to meet accreditation standards.
- Clear understanding of national education policies.
- Demonstrated commitment to academic quality and standards.
- Proficient in curriculum design, evaluation, instruction, program administration and academic advising.

Skills:

- Management – communicating with and facilitating discussions among a diverse range of highly educated professionals across a variety of disciplines.
- Goal setting – setting reasonable, yet high targets, and creating a plan for attaining those targets.
- Planning – organizing and prioritizing the needs and goals of a program.
- Team player with strong work ethic who takes initiative.
- Outstanding communication, public speaking, and presentation skills.
- Ability to meet deadlines without sacrificing quality.
- Ability to work in a fast-paced environment with competing priorities.
- Strong communication and interpersonal skills, collaborative work style.
- Solution-focused with strong problem-solving and conflict resolution skills.
- Student-centered approach; balances team and individual responsibilities.
- Computer proficiency, including Microsoft Office, Outlook, and basic database applications.
- Ability to be present and on the job during all periods deemed critical by management.

Job Type

Full-time

Work Location: In person.

Benefits:

- Health insurance (medical, dental, vision, Life insurance)
- Paid Time Off
- Tuition waiver
- Educational Assistance
- 401(k)
- 401(k) matching

Schedule:

Monday to Friday

Variable: Day shift & Evening shift

Working Conditions:

General office working conditions. The noise level is at normal office capacity.

Physical Demands:

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential function.

While performing the duties of this job, the employee may be required to frequently and for extended periods of time, sit; stand; walk; use hands to handle and feel objects; reach with hands and arms; climb stairs. This position requires the ability to see, hear, and operate a computer keyboard and standard office equipment. The employee must lift and/or move up to (10) pounds and occasionally lift and or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust to focus. The employee must travel to other campuses, as needed and/or required.

Safety Hazard of the Job: Minimal Hazards.

Note: The use of computers and University resources is limited for school business purposes. Installation of any software is prohibited.

This job description is intended to describe the general nature and level of work being performed by individuals assigned to this position. It is not intended to be construed as an exhaustive list of all tasks, duties, skills, and/or responsibilities always required for this position on each Campus. Tasks, duties, skills, and/or responsibilities may vary from individual to individual, campus to campus, and over time, depending upon various factors. These are general guidelines for this job position.

Notification to candidates:

<http://www.fnu.edu/wp-content/uploads/2022/06/FNU-Drug-and-Alcohol-Prevention-Program.pdf>

To apply for this position please click on the link below:

<https://workforcenow.adp.com/jobs/apply/posting.html?client=fnuedu>

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