

**TEXAS STATE TECHNICAL COLLEGE
JOB DESCRIPTION**

Title: Associate Vice President for Student Learning
Reports To: Vice President for Student Learning
Position Code: AVPL
Department: Instructional Services
EEO Type: EX

Effective Date: 09/01/02
Revision Date: 7/03/03
Pay Grade: I
FLSA: Exempt
ORP Elig: Y

A. General Description:

The Associate Vice President of Student Learning, a line position, provides management services and assistance in the matters dealing with all phases of the financial and administrative aspects of the instructional division programs and activities; and supervises the instructional support services. Reports directly to the Vice President of Student Learning.

B. Duties and Responsibilities:

a. Essential Functions

Supervises personnel within areas of responsibility which include Instructional Media Center, Instructional Development Services, Learning Resource Center, Distance Learning, Collaborative Projects, Office of Student Success, Training Resource Center and Placement/Cooperative Education Services.

Conducts a continual and regular program of personnel and activity evaluations in departments supervised.

Supervises the Instructional Technology Team charged with coordinating all instructional technology development activities and training within the Instructional Division.

Supervises, evaluates, and coordinates all activities related to departmental secretaries assigned to instructional programs within the Instructional Division.

Monitors the development and maintenance of program curricular documents to include program task listings and matrices, program SCANS matrices, and course syllabi on file in the Associate Vice President's office.

Provides direction in planning, developing and coordinating the implementation of instructional and support services.

Participates in the development, review, and evaluation of unit plan objectives for departments supervised and as assigned by the Vice President for Student Learning.

Provides data and makes recommendations for the planning, development, implementation, and evaluation of faculty and staff development programs for improvement of instruction.

Recommends appointments to standing and "AD HOC" Instruction Division committees.

Participates in the development and administration of the annual Instructional Division budget for instructional programs and support departments.

Coordinates with the College Information Office in the development and implementation of the annual college recruitment plan and serves on the College Enrollment Management team.

Represents Vice President of Student Learning and the College in campus and systems office meetings, community functions, and state/federal agency meetings when requested by Vice President or President.

b. Other Responsibilities

Performs other related duties as assigned by the Vice President of Student Learning or the President.

C. Working Conditions:

Sedentary: Desk work; occasional field trips e.g. for College or program activities. Insignificant effort other than normal movement. Minimal Hazard/Exposure: Standard office setting. At least minimal environmental controls to assure health and comfort.

D. Required Qualifications:

Knowledgeable in and understanding of post-secondary vocational education.

Demonstrates successful management and administrative ability in planning, developing, implementing and evaluating post-secondary technical and vocational education programs.

E. Minimum Requirements of Educational and Experience:

Bachelor's Degree in an appropriate field from an accredited college or university.

Preferred Master's Degree in appropriate field.

Three years of successful work experience in business or industry.

Approved _____
Supervisor