

# TEXAS STATE TECHNICAL COLLEGE JOB DESCRIPTION

**Title:** Vice President for Student Learning  
**Reports to:** President  
**Position Code:** VPSL  
**Department:** Instructional Services  
**EEO Type:** EX

**Effective Date:** 09-01-02  
**Revision Date:** 06-25-03  
**Pay Grade:** I  
**FLSA:** Exempt  
**ORP Elig:** Y

**A. General Description:**

Performs highly responsible administrative and supervisory work as Vice President for Student Learning. Work involves interpreting, administering, coordinating and directing the implementation of laws and rules pertaining to accreditation of technical education and other program offerings. Provides creative educational leadership and supervision for personnel within instructional administration. Works under general direction of the President with wide latitude for use of initiative and independent judgment.

**B. Duties and Responsibilities:**

**a. Essential Function:**

Develops and implements a system of management for human and fiscal resources within Instructional Division.

Assists in the development and implementation of a management by objective system for Divisional operations.

Advises the President of relevant matters regarding technical education which affect policy making and decisions.

Plans and conducts meetings with all segments of Student Learning staff to exchange information and coordinate activities.

Develops Biennial Operating Plans and Assessment Plans for the division.

Prepares, in cooperation with subordinate managers, the budget for Student Learning Division and monitors expenditures.

Implements procedures to satisfy college approved guidelines for meeting objectives.

Recommends initiation, continuation, and/or termination of instructional programs.

Directs and evaluates personnel, and exercises hiring, discipline, and termination actions as authorized by college policies.

Represents the President, the College, and the Instructional Division as requested/required in public and agency meetings.

Serves as active member of the President's Council, Executive Committee, and other College standing and ad-hoc committees as assigned.

Develops and implements a program for the recruitment and maintenance of faculty and staff.

**b. Other Responsibilities:**

Performs other duties as assigned.

**C. Working Conditions:**

Sedentary: Desk works; 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:**

Considerable knowledge of technical education and theory, and the ability to analyze program curricula. Knowledge of research methods.

Skill in written and oral communication.

Ability to work and communicate effectively with professionals and the public.

**E. Minimum Requirements of Education and Experience:**

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

Doctor's Degree from an accredited college or university preferred.

Three years of extensive and successful management and administration of technical, vocational or other higher education programs, plus three years of industrial work experience; and

Two years of successful teaching experience in post-secondary education at a regionally accredited college or university.

Approved: \_\_\_\_\_  
Supervisor