Position Vacancy Announcement

Position: Vice-President Academic Affairs  
Salary: $105,000 - $130,000  
Deadline: February 1, 2016 at 5 p.m.

Date: December 10, 2015  
Posting No.: 853

TO APPLY: Go to www.lssc.edu and click on the “Employment” icon. Complete the Lake-Sumter State College application for the specific position in which you are interested.

In addition, a resume, cover letter and unofficial transcripts must be submitted via email to jobs@lssc.edu to be considered for this position.

Located in Central Florida, Lake-Sumter State College is a multi-campus institution annually serving over 7,500 students. Our main campus, located in Leesburg, is less than one hour north of Orlando. We also have vibrant campuses in Clermont and Sumterville. LSSC provides an accessible, affordable, and high-quality education that prepares students for transfer and career success, strengthens the regional workforce, and enriches the community.

We invite candidates to apply for our Vice-President Academic Affairs position. Reporting to the President, the Vice-President serves as Chief Academic Officer and provides leadership for all instructional programs and academic support programs district wide.

The VPAA plays a key role as a member of the President’s leadership team in institutional planning and effectiveness; new program development; policy deployment and long range strategic planning critical to student success initiatives. The VPAA provides leadership, financial management, personnel supervision, and planning/development for General Education and Transfer Programs; Baccalaureate and Workforce Programs; and oversight of Academic Affairs service areas of: Libraries, Learning Centers, eLearning, and Continuing Education. Responsible for demonstrating LSSC’s core value of Service Excellence; respect, competence, responsiveness, and collaboration, in all interactions.

REQUIREMENTS: Earned doctorate degree from a regionally accredited institution. Significant teaching experience combined with significant experience as an academic leader, preferably in an open access community/state college setting, with responsibilities related to the level and scope described in this job description.

Please visit our website at lssc.edu to learn more about Lake-Sumter State College and this opportunity.

The college reserves the right to extend searches or, in event of transfer or budget cuts, to not offer the position.

AN EQUAL ACCESS/EQUAL OPPORTUNITY INSTITUTION
LAKE-SUMTER STATE COLLEGE
JOB DESCRIPTION

TITLE: Vice-President Academic Affairs

POSITION NUMBER: 999998

OCCUPATIONAL CATEGORY: Executive

JOB LEVEL: MA 12 EXEMPT

GENERAL SUMMARY:
Serves as Chief Academic Officer and provides leadership for all instructional programs and academic support programs district wide. Plays a key role as a member of leadership team in institutional planning and effectiveness; new program development; policy deployment and long range strategic planning critical to student success initiatives. This position provides leadership, financial management, personnel supervision, and planning/development for General Education and Transfer Programs; Baccalaureate and Workforce Programs; and oversight of Academic Affairs service areas of: Libraries, Learning Centers, eLearning, and Continuing Education.

Demonstrates commitment to:
• Development of student centered learning and student service-centered organizational culture
• Collaborative team oriented management
• Inclusiveness in planning and governance
• Inquiry driven decision making and accountability
• Leadership in promoting LSSC institutional values throughout the organization and into the classroom
• Achievement of equity goals and appreciation of diversity
• Excellence in teaching through innovation, research and professional development
• Proven ability to forge successful partnerships with educational institutions, community employers, organizations
• Proactive approach to program development to meet community needs.
• Responsible for demonstrating LSSC's core value of Service Excellence; respect, competence, responsiveness, and collaboration, in all interactions.
• Supervisors must model LSSC’s Service Excellence Philosophy and Standards, and ensure staff meets Service Excellence standards.

Position reports to President.

Incumbent supervises: Associate VP of General Education & Transfer Programs, Associate VP Baccalaureate/Workforce Programs, Director of Library Services, and Director of Business Opportunity Center. Also provides oversight of Learning Centers and eLearning through AVP of General Education & Transfer Programs and Continuing Education through AVP of Baccalaureate/Workforce Programs.

QUALIFICATIONS:

EDUCATION: Earned doctorate degree from a regionally accredited institution.

EXPERIENCE: Significant teaching experience combined with significant experience as an academic leader, preferably in an open access community/state college setting, with responsibilities related to the level and scope described in this job description.

PRINCIPAL DUTIES AND RESPONSIBILITIES:
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<th>DUTY DESCRIPTION</th>
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<td>30</td>
<td>1.</td>
<td>Provides effective leadership in the planning, development, implementation and evaluation of all instructional units of the college. Promotes academic excellence and sustains a learning centered environment with a constant focus on student success. Ensures that instructional programs are current and responsive to community needs.</td>
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<td>2.</td>
<td>Provides leadership, financial management, personnel supervision, and planning/development for General Education and Transfer Programs; Baccalaureate and Workforce Programs; and oversight of Academic Affairs service areas of: Libraries, Learning Centers, eLearning and Continuing Education.</td>
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<td>3.</td>
<td>Provides energetic and engaging leadership of all assigned administrative staff and learning support departments to ensure students have access to quality programs and services.</td>
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<td>4.</td>
<td>Responsible for assuring a sound and equitable process for the recruitment, selection, development and evaluation of all instructional and learning support staff. Promotes college equity goals in employment and enrollment.</td>
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<td>15%</td>
<td>5.</td>
<td>Serves as the leader in the college's efforts to adhere to the principles of SACSCOC and the policies and rules of the Florida DOE. Represents the college at appropriate state and regional meetings related to instruction and learning support.</td>
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<td>6.</td>
<td>Provides effective leadership as a member of the President's Cabinet in the development of the institution's strategic and annual plans; budget prioritization and allocation; continuous improvement and accountability measures.</td>
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<td>Chairs college committees as assigned.</td>
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<td>Performs other duties as assigned.</td>
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**Total = 100%**

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**
Effective management and supervision skills which include the ability to plan, organize, direct, coordinate and monitor responsibilities and assigned tasks. Effective communication and presentation skills, both oral and written. Effective human relations skills; ability to mentor and develop staff; ability to research, investigate, and develop recommendations; implement and evaluate policies, procedures and other initiatives related to the general operation of the College and to functional areas. In-depth awareness of and experience with the instructional process and a fundamental understanding of the needs of students, faculty and support staff. Knowledge of essential rules governing the operation of a college, including Federal and State Laws, State Board of Education Rules, Florida College System Rules, College policies and procedures, SACSCOC, and other pertinent organizations or agencies. Ability to demonstrate
the four College Service Excellence Standards of respect, competence, responsiveness and collaboration when interacting with students, employees, visitors, and community members.

**WORKING CONDITIONS:**
Normal office conditions. Some travel required. *This position requires the employee to own and use a personal communication device (cell phone) for successful job performance.*

**Financial Accountability:** Direct $306K  Indirect $8,500,000

**Account Size & Makeup:** Account Size & Makeup: Primary 16 - President, Associate VP, Dean, Director of Library Services, Director of Learning Centers, Director of eLearning, Director of Business Opportunity Center, Director of Continuing Education, and Department Chairs. Secondary: Students (7500); Staff (200); Full time Faculty (90), Adjunct Faculty (150-300)

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

**APPROVALS:**

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