



JOB DESCRIPTION

TITLE: Assistant Vice President for Academic Affairs
DEPARTMENT: Academic Affairs
REPORTS TO: Vice President for Academic Affairs
SUPERVISES: None
STATUS : Exempt
CLASSIFICATION: Administrative Staff
F.T.E: Full Time

Mission Statement: *“Villa Maria College, founded by the Felician Sisters, provides students a rigorous and enriching educational experience. Offering academic programs with a broad core curriculum, the College transforms and empowers students to realize their intellectual, creative, professional, and spiritual potential. Inspired by a welcoming Catholic tradition and a dynamic Franciscan spirit, Villa Maria College offers individual attention and fosters compassion, justice, peace, respect for human dignity and a commitment to service.”*

Villa Maria College Core Values: *“Respect for Human Dignity, Compassion, Transformation, Solidarity with the Poor, and Justice & Peace.”*

POSITION SUMMARY:

The Assistant Vice President Academic Affairs (AVPAA) leads multiple projects carrying out the college’s strategic initiatives within academics, including the development of new graduate and undergraduate programs, leading and supporting faculty in the creation and implementation of all online and new curriculum, evaluation of the college’s advisement model, and steering the college in its established assessment efforts. The AVPAA aids in the creation and instructional design of all new programs and certificates, both online and in-person, and provides aid in all assessment and accreditation processes. The AVPAA may be assigned new duties and projects as strategic priorities for the institution evolve.

ESSENTIAL RESPONSIBILITIES:

- Provides oversight for the design of all new curriculum at the college, both online and in-person;
- Provides oversight for the college’s process of outcomes assessment;
- Evaluates current process and procedures as needed, including the college’s current advisement model;

- Aids in the accreditation and approval process for all new programs, including NYSED, Middle States Commission for Higher Education, and specialized accreditors;
- Responsible for working with faculty and instructional consultants who design and teach online, blended, and face-to-face courses, and to help provide training for faculty and staff;
- Conducts workshops, demonstrations, and individual trainings sessions for faculty, staff, and students when needed;
- Manages faculty and staff support projects, programs and initiatives as assigned;
- Support the philosophy and objectives of the College;
- Participates in Academic Council;
- Participates in College functions;
- Serves on committees of the College; and
- Other duties as assigned to meet the mission of the College.

ESSENTIAL QUALIFICATIONS:

- A Doctorate or other terminal degree in field (e.g., M.F.A.) is required.
- Experience in curriculum design is required.
- Direct experience working through accreditation processes is preferred.
- Experience developing and teaching online or hybrid courses is preferred.
- Experience with assessment and evaluation of academic programs and non-academic units is preferred.
- Five (5) years experience working in higher education administration is preferred.
- The position requires a highly motivated, dedicated, and enthusiastic person who will assist faculty in the development and delivery of technology-enhanced courses; provide expertise and guidance in a wide variety of instructional technology applications; facilitate workshops; and assist in the support of an online/blended system.

WORK ENVIRONMENT:

General work environment requires employees to consistently use manual dexterity in reaching, writing, navigating around the office/workspace. This position requires fully functional vision and auditory abilities. This position may include hours standing and walking, including up and down stairs, moving items of up to 25-pounds. Occasional evening and weekend hours may be needed to perform work associated with this position. If the position requires use of vehicle for College purposes, a valid New York State driver's license check may be required for occasional off-campus assistance and support.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Villa Maria College management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

Villa Maria College is an equal opportunity employer and does not discriminate on the basis of age, race, religion, creed, color, sex, sexual orientation or preference, national or ethnic origin, marital status, physical or mental disability, or any other protected classifications in admissions, employment, or any other aspect regarding the conduct of College programs and activities.

Should you require an accommodation, according to the guidelines of the ADA, please seek the counsel of the Director of Human Resources for assistance.

VILLA MARIA COLLEGE INCLUSION STATEMENT:

At Villa Maria College, we value diversity and respect for human dignity as foundations for our collective growth. We develop effective reciprocal relationships based on compassion, trust, and authenticity. To fulfill this purpose, we welcome all students and employees who contribute to the richness of our diversity. We work every day to ensure that all who join our inclusive community have what they need to realize their full potential