



Trinity Valley Community College
Job Description
Associate Vice President, Palestine Campus

COMMITMENT TO MISSION

This job carries with it the obligation to uphold the Mission of Trinity Valley Community College (TVCC) in carrying out the duties of the position. A commitment to positive interpersonal behaviors, professional communication, diversity, integrity, leadership, stewardship, respect and accountability to TVCC students and employees is essential.

PRIMARY PURPOSE:

Serves as campus administrator for the Palestine Campus; Provides supervision for all academic programs, occupational programs, and physical facilities on the Palestine Campus; supervises all professional and classified personnel.

REPORTS TO:

Vice President of Instruction

SUPERVISES:

Palestine Campus

EDUCATION AND EXPERIENCE QUALIFICATIONS:

EDUCATION REQUIRED:

Master's degree

PREFERRED:

Degree in Higher Education Leadership

EXPERIENCE REQUIRED:

Three (3) years in educational administration

PREFERRED:

Community college experience.

OTHER LICENSES OR CERTIFICATIONS:

None

KNOWLEDGE AND SKILLS REQUIRED:

- Computer software proficiency – Microsoft Office
- Written and oral communication
- Interpersonal and/or customer service skills
- Public Speaking/Presenting
- Leadership/Management
- Attention to detail
- Time management
- Federal regulations and directives
- Operational systems and procedures
- Organization
- Budget and Accounting principles
- Basic Math
- Administrative practices
- Advertising/Marketing practices

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Job Descriptions may be subject to change.

RESPONSIBILITIES:

- Coordinate the academic, workforce, and continuing education programs in cooperation with the appropriate administrators.
- Prepare class schedules in cooperation with the vice president of instruction.
- Prepare and manage the budget in cooperation with the vice president of instruction.
- Serve as chair of the Academic Review Board for the Palestine Campus.
- Serve on the Executive Cabinet, Instructional Administrators Committee, and other committees as assigned.

All TVCC positions are security sensitive and require a criminal background check.



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- Provide leadership in organizing and meeting with various workforce advisory committees.
- Remain alert to the service area educational needs.
- Maintain visibility in the community and promote a positive public image of the College.
- Other duties as assigned by appropriate supervisory personnel

SUPERVISOR RESPONSIBILITIES:

- Accomplishes department objectives by supporting the department director and supervising staff and organizing and monitoring work processes.
- Maintains staff by assisting in recruiting, selecting, orienting, and training employees and developing personal growth opportunities.
- Accomplishes staff job results by reinforcing TVCC departmental policies, coaching, counseling, and disciplining employees.
- Plans, monitors, and appraises job performance annually, and provides constructive feedback and coaching.
- Implements and enforces systems, policies, and procedures.
- Maintains safe and healthy work environment by establishing and enforcing organization standards and adhering to legal regulations.
- Completes operations by developing schedules, assigning and monitoring work, and gathering resources, implementing productivity standards, resolving operations problems, maintaining reference manuals, and implementing new procedures.
- Controls expenses by gathering and submitting budget information, scheduling expenditures, monitoring variances, and implementing corrective actions.
- Ensure quality and customer service standards are adhered to as a department.
- Contributes to team effort by accomplishing related results as needed.
- Setting goals for performance and deadlines in ways that comply with the college's plans and vision
- Organizing workflow and ensuring that employees understand their duties or delegated tasks

WORKING CONDITIONS:

TOOLS/EQUIPMENT USED:

- Standard office equipment
- Personal computer and peripherals
- Calculator
- Multi-line phone system
- Copier
- Fax machine
- Cellular Phone
- Instructional Equipment

PHYSICAL DEMANDS:

- Requires walking, fingering, feeling, talking, hearing, seeing, repetitive motions, sedentary work, and computer work.

MENTAL DEMANDS:

- Emotional control under stress Less than 25% of the time
- Environmental: less than 25% of the time
- Frequent interruptions: more than 50% of the time

OTHER DEMANDS:

None



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The job description has been reviewed with the employee and it was explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Approved: 7/18/01

Revised:

Classification:	Administration	Coordinating/Non-Coordinating:	C
FLSA Status:	Exempt	TVCC Job Code:	1157
DBM:	E	Travel Required:	Less than 25% of the time
IPEDS/SOC CODE:	11-9033	Employment Status:	Full-Time
Salary Grade:	300	Length:	12 Months
FUND:	001	TRS POS. CODE	TRS 01

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