



**Job Title: Associate Chief Campus Officer
(Associate Provost)**

CLASSIFICATION DESCRIPTION

Department: Varied
Pay Grade: 120
FLSA Status: Exempt
Remote Work Eligible: Yes

JOB SUMMARY

This position is responsible for managing the activities, programs, and projects of College-wide or Campus-wide student services related departments, functions, or programs and may also provide assistance and support to students related to the enrollment, registration, and advising services. Duties may include: working in a student services related department or function; providing assistance and support to students related to the enrollment, registration, and advising services; developing strategies to accomplish College-wide goals; serving as a partner with the local community; implementing policies and procedures; and developing and monitoring an assigned budget

DISTINGUISHING CHARACTERISTICS

Eligible to work remotely.

ESSENTIAL JOB FUNCTIONS

- Directs the internal operations and controls for student service programs, which includes: planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, and/or standards; ensuring compliance with federal, state, and local laws, regulations, codes, standards, and College-wide goals, policies and procedures.
- Participates in the College's strategic planning by monitoring and updating strategic goals and providing leadership to departments in meeting their annual strategic goals.
- Directs staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.
- Directs and participates in the preparation of departmental budget, financial reports, and financial aid/governmental loan budgets; monitors revenues and expenditures.
- Facilitates, leads, and/or participates in meetings, proceedings, and committees; represents the Department at campus meetings and conferences; and serves as a liaison between departments, external organizations, the general public, and other agencies.
- Fosters local community partnerships and engagement opportunities.

- Promotes a diverse and inclusive Campus environment that fosters student engagement, sense of belonging and leadership development; works with Campus personnel to effectively address student, staff, and faculty related concerns
- Manages change and sensitive topics
- May investigate, report on, and assist in resolving individual student, faculty, staff, or community complaints, concerns, and appeals; and may serve as the chief student conduct judicial officer responsible for investigating and making disciplinary decisions as well as investigating Title IX allegations.
- May maintain a safe learning environment through conflict mediation and partnering with campus security and mental health partners.
- May collaborate with College-wide department staff in other areas in order to design and implement efficient and effective student services policies and processes that support student achievement and long-term student engagement and civic responsibility to the College.
- May organize and facilitate both Campus-wide and College-wide training for assigned area.
- May prepare and update the campus emergency management plan.
- Provides coordination of academic and/or specialized programs and services.
- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Master's degree in a field related to assigned area (doctorate preferred); five (5) years of related professional education administrative experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Management principles;
- Applicable theories and principles related to area of assignment;
- Strategy development principles and procedures;
- Applicable federal, state, and local laws, rules, and regulations;
- Program development and administration principles and practices;
- Project management principles;
- Budget administration principles;
- Assigned department operations and functions;
- Supervisory practices;
- Customer service principles;
- Statistics and predictive analytics;
- Public relations principles;
- Higher education institutional operations, structures, policies, and practices;
- Instructional and workplace technological systems; and
- Computers and related software applications.

Skills in:

- Communicating, both verbally and in writing;
- Providing leadership;
- Managing projects;
- Planning;
- Organizing;
- Managing performance;
- Analyzing;
- Collaborating with others;

- Critical thinking;
- Developing policies and procedures;
- Resolving conflict;
- Preparing and administering budgets;
- Using a computer and related software applications; and
- Communication, interpersonal skills as applied to interaction with assigning employees, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Ability to:

- Monitor and evaluate employees;
- Be flexible;
- Prioritize and assign work;
- Interpret and apply applicable laws, rules, and regulations;
- Manage change;
- Handle sensitive topics;
- Make sound judgements;
- Promote innovation;
- Work effectively with a diverse community; and
- Develop and implement new strategies and procedures.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

N/A.

PHYSICAL DEMANDS

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.	<u>X</u>	Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	<u>X</u>
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.	<u>X</u>	Reaching – extending hands or arms in any direction.	<u>X</u>
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	<u>X</u>
Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	<u>X</u>
Feeling – perceiving attributes of objects by touch with skin, fingertips.		Standing – for sustained periods of time.	<u>X</u>
Fingering – picking, pinching, typing, working with fingers rather than hand.	<u>X</u>	Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	
Grasping – applying pressure to object with fingers, palm.	<u>X</u>	Talking 1- expressing ideas by spoken word	<u>X</u>
Handling – picking, holding, or working with whole hand.	<u>X</u>	Talking 2 – shouting to be heard above ambient noise.	<u>X</u>

Hearing 1 – perceiving sounds at normal speaking levels, receive information.	<u>X</u>	Visual Acuity 1 - prepare, analyze data, transcribing, computer terminal, extensive reading.	<u>X</u>
Hearing 2 – receive detailed information, make discrimination in sound.	<u>X</u>	Visual Acuity 2 - color, depth perception, field of vision.	<u>X</u>
Kneeling – bending legs at knee to come to rest at knees.		Visual Acuity 3 - determine accuracy, neatness, observe facilities/structures.	<u>X</u>
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.	<u>X</u>	Visual Acuity 4 - operate motor vehicles/heavy equipment.	<u>X</u>
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	<u>X</u>	Visual Acuity 5 -close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	<u>X</u>
Pulling - use upper extremities to exert force, haul or tug.	<u>X</u>	Walking - on foot to accomplish tasks, long distances, or site to site.	<u>X</u>

TYPE OF WORK

Work performed is primarily:

- Sedentary work:* Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work:* Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work:* Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work:* Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very heavy work:* Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

WORK ENVIRONMENT

May be required to work hours other than the regular schedule including nights and weekends.

Work is performed dealing with crisis situations that require making decisions involving people, resources, and property.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in a job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in a job description.

St. Petersburg College has the right to revise a classification or job description at any time. This description does not represent in any way a contract of employment.