

Sisseton Wahpeton College

Executive Staff

TITLE:	Vice President of Academic Affairs
REPORTS TO:	President
SALARY:	D.O.E.
TOUR OF DUTY:	Generally 8:00 A.M. to 4:30 P.M., Monday – Friday but may require some evenings and/or weekends for special events and meetings.
SUPERVISES:	Faculty, Registrar, Student Services, Library, and Science Dept.

Summary

Provide leadership for the instructional programs of the College and to oversee other functions related to instruction. Provide visionary leadership, development, and implementation of effective instructional programs, while maintaining a collegial environment.

Responsibilities/Duties

1. Provide leadership in curriculum, program, and faculty development.
2. Advise and assist the President in carrying out the academic policies of the college, and to recommend changes and improvements.
3. Supervise curricula, courses, methods of instruction, and grading practices.
4. Coordinates preparation of catalog materials and academic calendars.
5. Evaluates faculty, academic programs and courses.
6. Maintain records of all programs and courses offered by the college.
7. Advises faculty on personnel matter, maintains close contact with instructors and prepares part-time instructor contracts and pay schedules.
8. Develops academic policies and programs for the college.
9. Coordinates activities of academic advisors and assist faculty and students in solving academic related problems.
10. Serves as an administrative liaison with departments in facilitating effective facilities utilization during a period of major construction and renovation.
11. Represent the academic programs to the Board of Trustees at monthly meetings.
12. Make recommendations on staff selection, development, and retention or termination.
13. Complies with all College, Tribal, and Federal policies, regulations and laws that govern the College.
14. Participates on College committees and in faculty/staff meetings.
15. May be required to assist with events.
16. Performs other duties as assigned.

Education

- Master's Degree in Education, Curriculum Development, or Education Administration, or Education leadership required

Minimum Qualifications

- Minimum of five years of teaching
- Five year experience of administrative/management experience
- Supervisor experience is required
- Planning, organizational, and time management skills.
- Knowledge of accreditation.
- Experience in budgeting, maintaining accounts, staffing personnel and curriculum development.
- Ability to organize and direct a staff of professional and administrative personnel.
- Proficient with office software, Microsoft Word, Excel, PowerPoint, etc.
- Proficient with office machinery.

Sisseton Wahpeton College
Executive Staff

Other

- Must have excellent verbal and written communication skills to coordinate with other departments, answer public inquiries, and interact with significant and influential individuals.
- Ability to maintain high levels of confidentiality
- Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft related, dishonest and unethical behavior.
- Works with minimal supervision. Demonstrates responsible behavior and attention to detail.