

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
ACADEMIC MANAGEMENT POSITION DESCRIPTION**

**JOB TITLE:** Vice President, Academic Affairs

**BASIC FUNCTION:** Under the supervision of the College President, serves as a line officer in planning, organizing, and administering the instructional programs of the college.

**SUPERVISORY RESPONSIBILITIES:**

**REPRESENTATIVE DUTIES:**

1. Plans, organizes, administers and supervises: curriculum evaluation and development, community services programs, instructional support services, library services, total instructional program, certificated contract administration and program review.
2. Serves as a regular member of the College President's senior administrative staff.
3. Supervises the recruitment, orientation, assignment and evaluation of both full-time and part-time instructional staff within the goals and policies of the District and College guidelines.
4. Develops new educational programs and supervises all instructional activities while maintaining adherence to the Education Code, Title V, AB1725, federal regulations, Board Policy, District administrative regulations and collective bargaining agreements.
5. Coordinates instructional college development, including long-range planning and liaison with federal, state and private agencies, which support educational programs in higher education.
6. Coordinates the development of the report for application for reaffirmation of accreditation and prepares the annual accreditation report required by the Commission.
7. Supervises areas of instructional support including the library, learning resource center, and instructional laboratories including computer-assisted instruction (CAI).
8. Supervises research activities and the publication of the College schedule of classes and catalog.
9. Interprets the college programs to individuals and groups through community contacts and participation in community activities.
10. Serves on local educational and community organizations as well as district, state, and national committees as assigned by the College President or the Chancellor.
11. Plans and directs studies related to the effectiveness of the instructional program including room utilization, instructor load, and WSCH/FTE (weekly student contact hours per full time equivalent instructors).
12. Participates in the retention of students.
13. Assists in the preparation of the College Operational Plan and budget.
14. Assumes the duties, obligations and responsibilities of the College President, as assigned, during his/her absence.
15. Administers a variety of vocational and technical programs leading to certificates and associate degrees.
16. Interfaces with external educational institutions and community, business and industry representatives in the development and initiation of college programs and services.
17. Understands, interprets and implements provisions of new Vocational and Technology Education Act (VTEA) to ensure college compliance.
18. Maintains an understanding of current ideas, research, and practices pertaining to the areas of responsibility for this position, through continued study and participation in professional organizations.

19. Participates in local, regional, and state activities to promote Academic Affairs, Riverside Community College District, and the community college system.
20. Serves as a member of the Management Association.
21. Performs other related responsibilities as may be assigned.

**EDUCATION:** Master's degree, from an accredited institution, in one of the disciplines taught at the College. Doctorate degree from an accredited institution preferred

**EXPERIENCE:** Three years of successful experience in administration, preferably at the community college level. Three years of full-time teaching experience, preferably at the community college level. Successful experience in organizing and administering a large instructional support program with the ability to supervise and coordinate staff to carry out assigned functions. Demonstrated ability, over a period of three years or more, to administer the instructional program of a comprehensive community college with extensive associate degree, occupational certificate and transfer programs. Demonstrated ability to adapt the curriculum to an area, which is rapidly changing demographically and technologically. Training and/or experience in curriculum development, staff development, instructional technology, and shared governance.

**LICENSES/CERTIFICATIONS REQUIRED:**

**KNOWLEDGE OF:** computer utilization in academic management.

**ABILITY TO:** develop, initiate and carry out new policies and procedures; establish working relations with various community organizations, including advisory committees for occupational curricula; to communicate effectively both orally and in writing; and work effectively with faculty and staff in the implementation of collective bargaining agreements.

Sensitivity to changing student populations, ethnically and culturally, and the academic programs required to serve such students. Personal characteristics necessary for working with students, faculty, classified staff, administrative colleagues and the community, including good judgment, tact, diplomacy, sense of humor, and the strength of character to put forth ideas which are innovative and deserving of consideration by the college community.

**OTHER:** Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (E.C. 87360a).

**CONTACTS:**

**WORKING CONDITIONS:**

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.