

# Job Description

Position Title: Director of Provost's Office Initiatives

Job Family: Academic Affairs

Job Type: Director

FLSA Status: Exempt

Salary Grade: 09

## Position Summary:

The Director of Provost's Office Initiatives serves as the primary internal liaison to the Provost and is responsible for overseeing, and coordinating the implementation of the Provost's vision and priorities through strategic communications, prioritization and tracking of projects and initiatives, and coordination among staff and leadership team across academic divisions and units.

The Director stays in close and regular contact with the Provost and administrative team to stay abreast of priorities and evolving concerns, enabling the Director to advise the Provost and act and speak on the behalf of the Office of the Provost when directed.

The Director serves as a project manager to ensure projects/initiatives are developed and completed in a timely manner. The Director develops and maintains close working relationships with counterparts in major College offices, including the Chancellor's Office, Workforce Division, Public Relations, STAR, the Deans and other key partners to ensure open communication and progress on issues affecting the academic mission of the College.

## Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Provides coordination and direction for initiatives, project management, and program development. Advances the strategic initiatives and agenda of the College and the Provost from inception, planning and development, to management, execution and assessment.
2. Organizes, analyzes, and interprets data relevant to decisions, strategy, and KPIs for the academic endeavors of the College.
3. Collaborates and coordinates with Deans and other Office of the Provost Administrators.
4. Partners with other college departments, external institutions, and agencies to address complex issues or policies impacting assigned programs, services, or operations.
5. Oversees special projects and pilots.
6. Supervises and mentors employees; prioritizes and assigns work. Conducts performance evaluations and ensures administrative staff is trained. Makes hiring, termination, and disciplinary recommendations.

7. Manages strategic communication, prepares reports, and creates presentations for the Provost and team, and may be expected to present.
8. Coordinates with Division Deans on the development, oversight, and management of programs, projects, and offerings.
9. Coordinates with the Provost, Deans and other academic administrators to establish goals, policies, and standards for support staff in the Office as well as in the academic divisions.
10. Performs all other duties and responsibilities as assigned or directed by the supervisor.

### **Knowledge, Skills, and Abilities:**

- Knowledge of regulatory compliance principles and practices
- Knowledge of advising and counseling practices
- Knowledge of business management and fiscal practices
- Knowledge of principles and methods for promoting programs and services
- Knowledge and application of various instructional methodologies
- Skill in budget/resource management
- Skill in people leadership and supervision
- Skill in program development and process improvement
- Ability to develop and maintain effective and positive working relationships

### **Supervision:**

- Supervises work of others, including planning, assigning and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity, and signing employee(s) performance evaluation. May have responsibility for making decisions on hiring, termination and pay adjustments.

### **Independence of Action:**

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

### **Competencies:**

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Student Success: Allows the opportunity to support student success as well as improve access and retention.
- Institutional Infrastructure: Allows participation in the development of foundational aspects of the College, including the establishment of a strategic plan, financial and facilities management, accreditation, and technology planning.

## Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in related field required.
- Master's degree in a closely related field of study preferred.
- Five (5) to eight (8) years of related experience required.
- Eight plus (8+) years of related experience preferred.
- Three (3+) years of supervisory experience required.

OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

## Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

## Special Conditions of Employment:

- DMV Check/Current and Valid AZ Driver's License
- Pre-employment Background Check Required
- Some evening or weekend work