

# **ASSOCIATE PROVOST OF PLANNING AND ACADEMIC INITIATIVES**

Lacombe Campus- College-wide Position

## **Job Announcement**

Northshore Technical Community College is accepting applications for a full-time, unclassified position domiciled in Lacombe Campus.

**Applications will be accepted until position is filled, with preference being given to those received on or before, December 24, 2018. All applicants are subject to a background check, in accordance with NTCC Policy HR-020, a criminal history check will be conducted on all new hires. NTCC participates in the federal E-Verify system for identification and employment eligibility purposes.**

Please submit: (1) a letter of application, (2) a resume and (3) official transcript to:

**Attention: Hiring Manager**

**Northshore Technical Community College**

**65556 Centerpoint Boulevard**

**Lacombe, LA 70445**

**Telephone number: 985-545-1262**

**Email: [veronicaflynn@northshorecollege.edu](mailto:veronicaflynn@northshorecollege.edu) or [hr@northshorecollege.edu](mailto:hr@northshorecollege.edu)**

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## **JOB SUMMARY:**

The Associate Provost of Planning and Academic Initiatives serves as the College's Chief Compliance Officer. This position oversees accreditation and compliance, planning and institutional effectiveness, student learning initiatives, online learning, strategic planning, and other compliance related activities. The Associate Provost oversees the Office of Accreditation & Reporting and the Office of Online Learning.

## **QUALIFICATIONS:**

Doctoral degree from a regionally accredited institution. Experience using complex information systems. Minimum of ten years of experience in a higher education setting. Some community college experience is preferred.

## **RESPONSIBILITIES:**

- Serve as the College's Chief Compliance Officer. Oversee the Office of Accreditation and Reporting and the Office of Online Learning.
- **Accreditation & Compliance.** Lead the College's compliance efforts related to accreditation. Prepare related applications and reports. Gather and maintain necessary data. Perform and maintain related program and performance assessments. Ensure reports and assessments are submitted to accreditors in a timely and effective manner. Lead program assessment cycle planning. Collaborate with college administration, faculty and campuses to ensure that department and program assessment plans are designed, implemented, analyzed and reported on in a manner that fosters student learning as well as curricula and program improvement.
- **Planning & Institutional Effectiveness.** Serve as the lead administrator for institutional and program-specific assessment. Develop and distribute annual reports on institutional effectiveness. As directed by the Provost & Vice Chancellor of Academic Affairs, produce program and initiative specific assessments. Collaborate on the integration of program review and student learning outcomes assessment into a single, coordinating methodology; the continuous maintenance and development of an electronic methodology for storing pertinent information related to student learning and automatic reporting. Support and organize program review and other key initiatives in institutional planning, institutional accountability, effectiveness and decision-making.

- **Student Learning Initiatives.** Administer services and lead initiatives which impact academic effectiveness. Administer the production and publication of the college catalog. Assists the Provost & Vice Chancellor of Academic Affairs and Associate Provosts with student advising strategies and monitoring advising initiatives. Assist the Provost & Vice Chancellor of Academic Affairs on the development and execution of study abroad programming. Oversee information systems associated with the Catalog, Transfer Pathways, and Student Records and troubleshoots problems within these systems. Assists the Provost & Vice Chancellor of Academic Affairs with maintaining partnerships with area high schools, workforce centers, colleges and universities.
- **Online Learning.** Serve as the lead administrator for online learning. Oversee the management and further development of NTCC Online. Provide administration towards the development, implementation, monitoring, and evaluation of online and alternative learning format courses. Oversee the development of policies, incorporation of new technologies, and training/support for faculty within online learning. Develop and distribute reports on effectiveness of online learning initiatives at the college.
- **Strategic Planning.** Lead the development and implementation of the college-wide strategic plan. Coordinate focus groups and workshops which integrate feedback from college stakeholders into the strategic planning. Provide regular updates on progress towards college-wide goals and plans.

### **SPECIAL SKILLS AND ABILITIES:**

1. **Knowledge, Skills, and Abilities:** Must be able to communicate effectively in both written and verbal form. Must have the ability to follow instructions and prepare accurate paperwork. Must maintain confidentiality of work related information and materials. Comprehensive knowledge of standard office practices, procedures, equipment, and techniques; knowledge of adult learning techniques. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; ability to apply concepts of basic algebra and geometry. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
2. **Computer Skills:** Personal Computer and other equipment associated with a general office environment (copier, telephone, fax, etc.).
3. **Software Used:** Experience with and knowledge of computer operation; knowledge of Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, etc.), and database applications.

### **PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to perform tasks which involve the ability to exert light physical effort in sedentary to light work on a daily basis. Tasks may involve extended periods of time at a keyboard or workstation.

### **INTERPERSONAL SKILLS:**

Alternative or combined skills in understanding, counseling, and/or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior; and, skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others.

**WORKING CONDITIONS:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

### **Northshore Technical Community College is an Equal Opportunity Employer**

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Northshore Technical Community College campuses assure equal opportunity for all qualified persons without regard to race, religion, sex, national origin, age, handicap, marital status or veteran's status in admission to, participation in, or employment in the program and activities of this system. Each campus welcomes handicapped individuals and has made buildings accessible to them.