

**JOB DESCRIPTION**

# Assistant to the Vice President for Educational Services

**Department: VPIS Position Number: 40049 Colo. Personnel System: Exempt FLSA Classification: Exempt**

## Purpose Statement

The position of Assistant to the Vice President for Instructional Services exists to assist the Vice President for Instructional Services (VPIS) administer various instructional programs and act as a liaison between the instructional divisions and the vice president’s administrative staff. This position will also be the responsible person for all campus catalogs and schedules which list all our programs and courses as we offer them.

**Reports to** Vice President of Instructional Services

## Essential Functions

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| 20%   | Banner Coordinator: This position is responsible for working at the system level to learn all aspects of student banner and provide training to all staff at PPCC in utilizing the banner system in all student areas. These areas include advising, registration, faculty payment issues, student fee assessment, grading and program completion. This position will also be responsible for all training materials for Student Banner. This will require constant updating and training for the staff at PPCC. This position will serve as a resource to others and a specialist in the field of Banner.  |
| 25%   | Catalog/CIP Coordinator: This position works with the CIP chair to ensure all PPCC instructional procedures are followed during the CIP process. This includes addition, changes and deletions to individual courses as well as entire academic programs. Once items are approved at the institutional level, this position will submit all changes to the state for approval and work with department chairs on any issues the state may have with program changes. This position will then insure CAPP is updated on a timely basis. This position will also work with department chairs on recertification of programs at the state level. This position will be the contact person for PPCC for program approvals.  |
| 20%  | Supervision of VPIS office: Responsible for supervision of both classified and APT positions within the office of the Vice President of Instructional Services.  |

Position is responsible for PSEO, classroom management, academic action processing of all tuition appeal paperwork, student complaints, college catalog and schedule production and other duties assigned to office staff.

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| 10%   | VA Accreditation: Works with VA representative in Denver to verify our programs meet VA approved program needs and keeps us up to date so our students do not lose credits. Maintains all archival records as needed for VA accreditation.  |
| 10%   | Review Academic Record Modifications, Credit for Prior Learning award letters, and grade change/appeals for compliance with established procedures and take appropriate action on behalf of the VPIS.  |
| 5%   | Coordinate Instructional program reviews with the college deans and department chairs ensuring that procedures are followed and documentation is submitted on time, on programs requiring review by the State. Work with deans on annual review of college programs to ensure they meet instructional goals and the mission of the college.  |
| 5%   | Monitor faculty pay contracts to ensure they are accurate and consistent.  |
| 5%  | Other duties as assigned by the Vice President of Instructional Services. Includes analysis of educational services accounts, entering educational services contracts, serving Educational Services as a liaison with other departments, etc.  |

## Knowledge, Skills and Abilities

* Demonstrate ability to plan, organize and measure complex programs and processes.
* Demonstrate ability to employ qualitative as well as quantitative analytical process to identify and resolve problems.
* Ability to effectively supervise professional and non-professional staff
* Demonstrate ability to read, understand, and interpret educational procedures  Excellent interpersonal, verbal and written communication skills.
* Knowledge of post secondary education admissions and registration procedures.
* Demonstrate ability to manage multiple projects simultaneously.
* Demonstrate leadership ability

## Education and Experience

* Bachelor’s Degree from an accredited institution
* Experience with Student Banner implementation
* Two years of progressively increasing responsibility for instructional program development within an institution of higher education.
* Experience in computer training and creating training manuals for end users.
* Three years experience using EXCEL spreadsheets to analyze financial data.