

MURRAY STATE COLLEGE
Tishomingo, OK 73460

Job Description

VICE PRESIDENT FOR ACADEMIC AFFAIRS

General Description/Primary Purpose:

The Vice President for Academic Affairs is the Chief Academic Officer and has overall responsibility for the Academic Affairs area and academic support programs.

Classification: Full-Time, Administrative Staff

Appointment: Twelve-Month Appointment

Description of Duties and Tasks:

Essential Job Functions:

1. Coordinate the academic program of the college, including curricular planning and development, class scheduling, academic standards, program development and evaluation, evaluation of teaching, and educational support services.
2. Coordinate, monitor, and assess the institution's plan for assessment of student learning.
3. Assist in supervision and evaluation of qualified, professional faculty and employees, including recruitment and hiring, performance appraisal and job development, corrective action, commendation/reinforcement, and other factors relative to tenure and employment.
4. Coordinate the development, instruction, and assessment of distance education opportunities, including, but not limited to, interactive television, telecourses, and online courses.
5. Provide leadership to academic department chairs.
6. Assist in developing new academic programs and strengthening current programs.
7. Develop and evaluate academic procedures and policies, and make recommendations to the Academic Council.
8. Contribute to short- and long-range planning.
9. Prepare and administer, with input from the appropriate personnel, the academic budget.
10. Promote program articulation between Murray State College and the receiving colleges and universities.
11. Provide administrative leadership to the Director of the Library and Coordinator of the Help Center.
12. Coordinate the preparation and publication of the academic calendar, college catalog, schedule of classes, adjunct faculty handbook, and other materials to support the academic functions of the college.

Essential Job Functions *Cont'd*:

13. Promote and develop academic activities and programs with local area public school systems, technology centers, and workforce development offices that respond to the economic development activities of the service area.
14. Serve as chair of the Academic Council.
15. Provide leadership for pursuing cutting-edge instructional technology and methods of instruction and delivery.
16. Coordinate the collection, completion, and submission of institutional academic reports.

Other Administrative Responsibilities:

1. Recommend to the President any policies and procedures related to student learning.
2. Serve on institutional committees as appropriate for the development, support, and evaluation of academics.
3. Demonstrate experience, and/or willingness, in learning and using state-of-the-art technology.
4. Demonstrate experience, or willingness in, working effectively in a culturally diverse workplace and/or serving clientele from a variety of racial and cultural backgrounds.
5. Develop and maintain an attitude of service toward students, coworkers, and others.
6. Participate in community service activities and programs.
7. Accept other responsibilities as assigned by the President of Murray State College.

Required Knowledge, Skills, and Abilities:

Individuals must possess the below knowledge, skills, and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Demonstrate leadership skills.
2. Demonstrate effective problem-solving and decision-making skills.
3. Demonstrate organization and administrative ability.
4. Demonstrate ability to communicate effectively with faculty, staff, and colleagues.
5. Demonstrate interpersonal skills.

Qualifications Standards:

1. *Education:* Earned doctorate from an accredited institution required. Ph.D. preferred or Ed.D. with commensurate higher education and administrative experience above the high school level.
2. *Experience:* At least five years successful experience in higher education administration and administrative experience in a rural, two-year college environment with distance-learning sites.

Image:

Murray State College employees are expected to maintain a neat, well-groomed, and professional image at all times.

Ergonomic 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. All individuals are required to be able to perform these movements without a significant risk of injury, or to otherwise demonstrate or explain how they can perform the essential functions listed above. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to handle or feel objects, or controls; to reach with hands and arms; and to talk or hear. Daily usage of computers requires keyboarding, which involves extensive hand and wrist movements. The employee is frequently required to sit, stand, or walk, and stoop, kneel, or crouch.

The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus.

Hours:

Normal working hours are Monday through Friday, 8:00 a.m. – 5:00 p.m. Occasionally, it may be necessary to work additional or alternative days/hours.

Application Process: Applicants must submit the following:

1. Letter of application.
2. Résumé.
3. Three letters of recommendation or college placement file with at least three recommendations.
4. Unofficial college transcript(s). (NOTE: Official transcript(s) required upon employment.)
5. Completed Murray State College employment application.

Mail or deliver the above items to:

Human Resources
Murray State College
One Murray Campus, Suite AD204
Tishomingo, Oklahoma 73460

Telephone: 580-371-2371, Extension 118
E-Mail: jhughes@mscok.edu FAX: 580-371-9844

Application Deadline: Position will close when an acceptable candidate is identified.

MURRAY STATE COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Murray State College, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other Federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices, or procedures. This includes but not limited to admissions, employment, student financial aid, and education services.