



Job Title	Assistant Vice President, UCF Connect Administrative Services	Job Code	AA0114
Pay Plan	EXC	Pay Grade	22
Union	Non-Union	FLSA Status	Exempt
Job Family	Academic and Program Management	Union Code	0
			Academic Administration

Job Family & Subfamily Summary

Academic and Program Management Professionals develop, administer, or support programs that enhance the learning environment for students or faculty development.

Academic Administration Professionals develop, implement, promote, and administer academic and/or administrative services in order to further the teaching and research mission of the university. Responsibilities include developing, evaluating, and/or overseeing curriculum or program offerings, communicating program goals, developing community partnerships and programs, advising deans and faculty regarding programmatic issues, and handling complex administrative problems for an academic based unit.

Job Summary

Provides oversight of all budgetary, administrative, human resources, technology, and facilities related activities of the Regional Campuses System.

Representative Duties

1. Administration

- Manages the development and implementation of the Regional Campuses System and Region specific budgetary process
- Recommends allocations, provides cost comparison analysis, and cost benefits
- Exercises substantial discretionary budgetary authority
- Supervises or facilitates projects in facilities planning, cost analysis, and future programmatic and location specific needs
- Develops, negotiates, and manages agreements and Memoranda of Understanding
- Directs ongoing evaluations of existing programs, policies and procedures and recommends new and/or improved programs and processes
- Monitors course scheduling to determine projected growth revenues and implications of scheduling to existing Memoranda of Understandings
- Oversees responsibility for agreements, policies and procedures, technology, and business transactions

2. Technology

- Oversees regional IT and network technology
- Evaluates the needs to include platforms, computer labs, computer testing centers, smart media and video streaming capabilities

3. Strategic Planning

- Conducts ongoing analyses of space utilization
- Analyzes, monitors and recommends strategies and initiatives to ensure equitable and competitive compensation
- Serves as primary advisor to the Vice Provost on strategic matters related to continuing education

4. Human Resources

- Designs, directs and supervises fiscal and human resources studies including intermediate and long-range budget projections

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's; PhD
Certification(s)		
Licensure(s)		
Work Experience		
10+ years of relevant work experience 5+ years of leadership experience		
Additional Requirements		

Physical/Environmental Demands

Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.