

**USF Job Class Description**

JOB CODE: 9271

JOB TITLE: Assistant Vice

President

PAY PLAN: 21

CAREER BAND: I

FLSA: E

CBU: 29

Revised: 02/2/2023

Job Title: Assistant Vice President

Leadership and Influence

Provides leadership and guidance to multiple groups and individuals in a college or division. Manages multiple levels of directors, managers and organizational contributors. Accountable for performance planning and evaluation, staff training and development, recruitment and may contribute to pay decisions. May contribute input to organization structure and staffing requirements.

A second use of the Assistant Vice President title may occur when an individual manages a unit that has significant University-wide external relations responsibility, as may occur in University Relations, Government Relations, Advancement, etc.

Complexity of Work

Solutions are strategic, complex, multi-faceted, and often unprecedented. Makes decisions under conditions of uncertainty, sometimes with incomplete information, that produces effective end results. Develops and implements new processes, standards, or operational plans or substantial modification of those that exist.

Communication

Requires the ability to negotiate, compromise and effectively communicate and influence senior leadership. May be required to negotiate and compromise with external parties to accept concepts, practices and approaches that advance the mission of the college, division or university.

Operational Latitude and Impact

Accountable for the strategic and operational direction of a division, college or multiple large departments. Contributes to the strategic and operational plans of the overall functional area. Decisions have a direct and significant impact on college, or division, and indirect impact on related areas. Oversees budgeting for areas of responsibility. Broad authority to formulate, approve and implement policies for the division, including those that may have a university-wide impact. Broad authority to grant exceptions. Ensures all programs and activities comply with university, state, and federal regulations.

Knowledge

Typically requires broad and substantive knowledge and expertise of principles, practices and theories of function and multiple related disciplines and advanced leadership.

Assistant Vice President positions are not eligible to be designated as Executive Service.

Minimum Qualification Requirements

Requires a Bachelor's degree from a regionally accredited institution and a minimum of 10 years of related exempt level experience, including seven years of managerial experience, preferably in large complex institutions or organizations. Requires experience in leading multiple teams, projects, programs, and/or functions.

Assistant Vice President positions are not eligible to be designated as Executive Service.

Approvals Required

To ensure consistency in the creation and appointment of positions at this level, the Chief Human Resources Officer must approve the use of the Assistant Vice President title, upon the recommendation of the appropriate member of Senior Leadership.