



USF Job Class Description

JOB CODE: 9318

JOB TITLE: Associate Vice

President

PAY PLAN: 21

CAREER BAND: I

FLSA: E

CBU: 29

Revised: 2/3/2023

Job Title: Associate Vice President

Leadership and Influence

Provides direction, leadership and guidance to multiple groups and individuals in area of responsibility. Manages multiple levels of assistant vice presidents, directors and managers. Accountable for performance planning and evaluation, staff training and development, recruitment and may contribute to pay decisions. Contributes input to organization structure and staffing requirements.

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 large division, multiple colleges or large departments. Typically a key contributor in decisions that have mid- to long-term consequences for the university. Decisions have a direct and significant impact on the strategies, operations and outcomes of the university, as well as related areas. Contributes to budget forecasts, and is responsible for developing and managing the budget for the area. 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. Has obtained skills necessary to display broad, advanced leadership across multiple teams within the University.

Minimum Qualification Requirements

Requires a Bachelor's degree from a regionally accredited institution with a minimum of 12 years of related exempt level experience, including seven years of managerial experience, typically in large, complex institutions. Requires broad practical and substantive expertise across multiple related disciplines.

Associate 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 Associate Vice President title, upon the recommendation of the appropriate member of Senior Leadership.