

### Deputy Director of Academic Affairs

Reports to: Director of Academic Affairs for the Division of Florida  
Colleges

**Overview:** The Deputy Director position supports the Director and office of student and academic affairs in the organization of data related to Florida's 28 colleges. This position provides support relating to Florida College System academic and workforce education programs, including issues relating to acceleration, transfer/articulation, developmental education, distance education, curriculum and instruction, textbook affordability, academic and workforce education programs, and testing.

#### Duties:

- Analyzes Florida Statutes, rules and other policy statements that impact academic affairs and workforce education, assists in the formulation of policies and develops revisions to current policies to effect changes and improvements in academic affairs and workforce education in the Florida College System institutions.
- Assists with supporting chief academic officers and workforce education officers at all 28 Florida colleges.
- Works closely with Division staff and cross-sector counterparts, to develop and coordinate Division efforts to maximize student success in the Florida College System.
- Participates in special studies and creates reports related to postsecondary public education for other educational units, commissions, and the Legislature as requested by division leadership.
- Demonstrates effective interpersonal communication skills.
- Demonstrates consideration of the workload concerns of others and must positively impact productivity and morale of the unit.
- Serves on several internal and external committees to represent the Division, as needed.
- Performs other related work as assigned.
- Attendance is an essential function of this position.

#### Qualifications:

- Minimum of a Master's degree in a relevant discipline.
- Ability to work in a complex environment with large teams of professionals.
- Ability to communicate clearly and effectively, both orally and in writing.
- Ability to understand and apply Department, Division, State and Federal laws, standards, policies, rules and procedures relevant to Florida Colleges.
- Ability to provide consultative services and to work in collaborative relationships with internal customers and others in the statewide educational arena.
- Policy analysis, problem identification, research skills, critical thinking, judgment and decision-making, coordination and organizational skills, analysis and utilization of data, basic computer applications and presentation skills.

Interested applicants should submit their CVs and cover letters to:

Mike Sfiropoulos, Ph.D.

Director of Academic Affairs

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