



Southern

West Virginia Community and Technical

College

Southern West Virginia Community and Technical College is a nationally accredited two year state supported institution offering certificate & associate degree programs as well as workforce and community development opportunities. Six campus locations serve a nine county area in rural southern WV and eastern KY. The College has a total of 2,600 credit and 8,000 non-credit students attending classes at all locations. Southern employs 74 full time faculty and 111 non-faculty employees. The total employee count is over 250 including all full time and part time faculty, staff, and student workers. For additional information about Southern, please visit www.southernwv.edu.

Position Profile

Vice President for Academic Affairs and Student Services

The successful candidate will possess a collegial and open management style, effective interpersonal communication skills and a knowledge of the special challenges of today's community college student. In addition, the successful candidate will demonstrate an understanding and appreciation of:

- the community college mission
- the role of developmental education
- diversity of thought
- academic, socioeconomic, cultural, and ethnic diversity of community college students

This position reports directly to the president and is part of the President's Cabinet. Personnel directly reporting to this position include: four deans, registrar, and an administrative assistant.

Duties and Responsibilities:

- provide overall leadership and direction in the planning, development, implementation and evaluation of the instructional units of the College including academic divisions, off-campus programs/classes, developmental education, library, professional development, and distance learning
- provide overall leadership and direction of all admissions and records functions, enrollment management, student activities, clubs, and student government, counseling, financial assistance, special programs and services, articulation, matriculation, recruitment, veterans services, and commencement
- lead in the development and administration of a comprehensive student services program College-wide
- prepare reports to College, district, state, and federal agencies as necessary
- provide strategic vision and leadership for curriculum and new program development, academic policy development, assessment, staffing/scheduling for the academic programs of the College and assures timely and effective instructional program review
- responsible for coordinating annual review and revision of the College catalog and schedule with various functional units
- coordinate annual review and update of the Compact/Master Plan
- be accountable for institutional effectiveness related to academic instruction
- facilitates strategic partnerships with K-12 districts, other college and universities, employers and other stakeholders
- provides leadership for the institutional accreditation process

Qualifications / Abilities:

- has attained an earned doctorate from a regionally accredited institution (Ph.D., Ed.D)
- extensive full-time college-level teaching experience
- significant senior administrative experience in higher education (dean level and above)
- exhibit successful experience that demonstrates resourceful approaches to handling budgetary matters that includes the ability to plan, develop, and manage complex budgets
- ability to exercise group leadership skills, which emphasize collaboration, consensus building, conflict resolution, and problem solving
- ability and willingness to manage multiple priorities and projects
- ability to be a part of a management team dedicated to collaboration and the College goal of integrating instruction and student services as a way to create and maintain a supportive student-learning environment
- possess effective listening and communication skills, both oral and written
- exhibit the highest standards of personal and professional integrity and credibility
- demonstrate a management style that is imaginative, decisive, proactive, and empowers others to take risks
- experience with student assessment, student success, and accreditation processes and requirements
- demonstrate an expertise in curriculum development, with a commitment to scholarship
- demonstrated knowledge of strategic enrollment management and the ability to apply them effectively in a highly competitive market
- demonstrated knowledge of emerging issues and trends in community colleges
- demonstrated knowledge of federal and state codes, laws and regulations as they relate to student issues
- an understanding of technology applications in enrollment management and student services
- demonstrated knowledge of best practices in student services which include: admissions and records, enrollment management, student activities, clubs and student government, counseling, financial assistance, special programs and services, articulation, matriculation, recruitment, veterans services, student grievance procedures, and commencement
- ability to connect to students with an understanding of student life
- experience in developing programs for adult learners
- an understanding of organizational systems and their contribution to student success
- experience with BANNER
- demonstrated ability to extract, analyze, and make decisions based on data

APPLICATION PROCESS

Nominations and applications will be accepted until the position is filled; however for full consideration, applications should be received by: **Wednesday, February 15, 2012.**

A complete vice presidential position profile is posted on the Colleges website at:
www.southernwv.edu/jobs

To apply go to <http://acctsearches.org>

In addition to your electronic application materials, a paper copy must be mailed to:

Southern WV – VP Search
ATTN: Dr. Narcisa Polonio
ACCT
1233 20th Street, NW, Suite 301
Washington, DC 20036

For additional information, nominations or confidential inquiries, contact Dr. Narcisa Polonio, ACCT, Vice President for Education, Research and Board Leadership Services, 202-276-1983 (mobile) or narcisa_polonio@acct.org or John Steinecke, ACCT Search Services Specialist at jsteinecke@acct.org or 202-384-6539 (mobile).