



MONTCALM COMMUNITY COLLEGE --- Personnel Office

VICE PRESIDENT FOR ACADEMIC AFFAIRS

REVISED

FULL-TIME POSITION VACANCY

To provide academic leadership and management for the college's instructional programs and services in order that student and community higher-education needs are met in a timely and cost-effective manner.

QUALIFICATIONS:

1. Minimum of a Master's Degree.
2. Five years experience in community college teaching and/or demonstrated effective administrative leadership.
3. A thorough understanding of the philosophy of a comprehensive community college and a commitment to the principles of continuous quality improvement.
4. Strong communication skills and facility in interpersonal relationships.
5. Successful experience in the management of college budgets.
6. Ability to build community alliances in a collaborative fashion.

ADMINISTRATIVE FUNCTIONS:

1. Report to, assist, and advise the college president.
2. Provide leadership for:
 - curriculum development and academic policy formulation;
 - evaluation and staff development;
 - instructional personnel screening, selection and recommendation for employment;
 - assessment and program development;
3. Oversee the preparation and supervision of the instructional budgets.
4. Participate in grant proposal requests and administration of grant programs relating to academic programs.
5. Communicate with local educational, business and civic leaders to support maximum use of the college's instructional resources.
6. Maintain open communication and a good working relationship with college faculty members, administrators and staff.
7. Participate in professional organizations to keep abreast of innovations and trends in community college instruction.
8. Provide leadership for the implementation of educational research to determine student and community needs for academic programs and services.
9. Serve as MCC's recognized contact person for the Michigan Department of Energy, Labor, and Economic Growth related to Chief Academic Officer responsibilities.
10. Participate in mutual gains labor negotiation activities affecting faculty, support staff and administrative contracts.
11. Work collaboratively with the other campus departments to coordinate curricular and academic services.
12. Serve on college committees as appropriate and necessary.
13. Represent the College at appropriate state, regional and national meetings related to academic programming.
14. Perform other duties as may be specified by the college president.

SUPERVISOR:

College President

REMUNERATION:

Commensurate with experience and qualifications

APPLICATION DEADLINE:

February 12, 2010, 4:30pm

EMPLOYMENT START DATE:

May/June, upon mutual agreement

METHOD OF APPLICATION:

Submit MCC Application of Employment, cover letter, resume, college transcripts, licensure and current letters of recommendation to:

Anne Hertz-McCoy, Personnel & Benefits Manager
Montcalm Community College, 2800 College Drive S.W.
Sidney, MI 48885-0300

Montcalm Community College is an EEO/AA Employer in compliance with Title IX and Section 504 of the Rehabilitation Act of 1973. It is the policy of Montcalm Community that no person shall, on the basis of sex, race, religion, color, national origin, age, or solely by reason of handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any of its programs, activities, or employment.