DATE: November 21, 2006

POSITION: Vice President
Academic and Student Affairs

Cape Cod Community College, a medium-sized, comprehensive public community college with a strong commitment to excellence, invites qualified applicants for the position of Vice President of Academic & Student Affairs.

The College was established in 1961 as a publicly-supported institution. Its main campus is situated in the heart of one of the most popular recreational areas in the country on 116 acres of woodlands in the village of West Barnstable, Massachusetts. The College is a dynamic center of learning and innovation and cultural enrichment offering an exceptionally high quality of education and training from a dedicated and highly qualified college faculty and administration. Its graduates regularly compete for admission to top tier universities, colleges and career placements. Cape Cod Community College offers associate degrees, 2 + 2 programs, certificate programs, special training for technical, business, and medical professions, credit and non-credit classes, a vigorous continuing education and workforce education program, and distance learning. Approximately 2,500 students are enrolled in its day programs and nearly 10,000 others are served through the various offerings in the Continuing Education, Extended Studies, and Workforce Education Programs.

GENERAL STATEMENT OF RESPONSIBILITIES:

As Chief Academic and Student Affairs Officer of the Institution, the Vice President is expected to provide innovative leadership in developing quality academic and student affairs programs to meet the rapidly changing needs of this growing, dynamic region.

SUPERVISION:

- Reports to the President
- Exercises overall supervision of all administrative, faculty, professional and support staff in Academic and Student Affairs.

EXAMPLES OF DUTIES:

1. Provides overall leadership and direction to Academic and Student Affairs in the establishment, implementation, and management of the following: academic scheduling and programming;
accreditation matters; admissions; advisement and counseling; curriculum development; education policy; technology applications in academic and student affairs; institutional assessment; institutional and faculty development; library services; personnel policies; program review; recruitment of students and staff; resource allocation; strategic planning; and student life.

2. Advises the President in formulating overall plans, policies, and procedures for the execution of the goals and mission of the College.

3. Serves on the President’s Cabinet, Administrative Council, and other committees as assigned; represents the President and the College in a variety of settings as required.

4. Supervises and evaluates the academic and student services deans and all other “direct reports.”

5. Participates in the development and implementation of division and institutional long- and short-range plans.

6. Ensures compliance with College policies, procedures, and collective bargaining agreements. Ensures implementation of institutional affirmative action policies, procedures and goals. Ensures compliance with all regulatory and accrediting agencies/associations.

7. In association with the deans and “direct reports,” prepares, manages, and assumes fiscal responsibility for all budgetary matters in the academic and student affairs areas.

8. Oversees the preparation of the College Catalog, College Calendar, semester course schedules, Student Handbook, and related publications in conjunction with designated personnel.

9. Maintains communication with counterparts in the Massachusetts Community College system, as well as with other post-secondary institutions and other community leaders.

10. Ensures that the direction and operation of extension sites are in accordance with the requirements of all appropriate agencies and government bodies.

11. Other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Master’s degree, earned doctorate preferred.

2. Six years of college-level professional experience which includes academic and student affairs administrative experience at the director/chair level (preferably in a two-year institution).

3. Teaching experience, preferably full-time, and preferably in a two-year institution.

4. Significant experience in budget development and administration; personnel administration and performance evaluation; curriculum review, evaluation and development; and Collective Bargaining contract administration.

5. A strong and demonstrated commitment to the philosophy of the community college.

6. Significant experience with broad-based institutional planning and student development issues.

7. Demonstrated interpersonal skills.

8. Proficiency in oral and written expression.

9. Demonstrated commitment to the employment and development of an ethnically and culturally diverse staff.

Additional Desired Attributes:

1. Familiarity with the application of multimedia technologies to the teaching/learning processes.

2. Experience with the application of “Quality” methodologies to the academic enterprise.

3. Possesses a strong commitment to high quality education and the ability to provide dynamic leadership in preparing to meet the needs of students and the community into the 21st century.

4. Experience with and commitment to global education and diversity across every component of the institution.

5. A sense of humor and a leadership style that emphasizes collaboration, participative management, team building, and accessibility.
COMPENSATION:
Non-Unit Executive Management Position
Salary commensurate with qualifications and experience. The position is offered with a very attractive salary and benefits package.

REVIEW OF APPLICATIONS BEGINS:
Review of complete applications will commence January 7, 2007. Position to remain open until filled.

APPLICATION PROCEDURE:
Please submit letter of application with email address, a statement addressing the specific qualifications, and resume to:

Office of Human Resources
Cape Cod Community College
2240 Iyannough Road
West Barnstable, MA 02668-1599

Or email HR@capecod.edu

Please visit our Web Site at www.capecod.edu for information on Cape Cod Community College.

Cape Cod Community College is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, gender, sexual orientation, creed, marital status, veteran status or disability status in its educational programs or in admission to, access to, treatment in, or employment in its programs or activities. We welcome applications from individuals who will enrich and contribute to the cultural and ethnic diversity of our College.