



Detailed Position Description

Miles Community College invites applications and nominations for the position of Vice President of Academic Affairs.

Miles Community College is located in Miles City, Montana, a rural community of approximately 9,000 people in southeastern Montana. It is a comprehensive community college that serves over 460 students enrolled in credit courses and 800 additional students through the community outreach and workforce development programs. It is one of three stand-alone community colleges in the state of Montana. The annual budget is approximately \$7 million. In addition, Montana is home to seven two-year colleges which report to flagship institutions, as well as seven tribal colleges that offer two-year postsecondary education. Miles Community College is accredited by the Northwest Commission on Colleges and Universities and offers general transfer Associate of Arts and Associate of Science degrees, an Associate of Science in Nursing degree that is also accredited by the National League of Nursing Accrediting Commission, Inc., Associate of Applied Science degrees in a variety of professional technical fields, Certificate programs, Continuing Education and Workforce Training, and Adult Basic Education. The College also sponsors intercollegiate athletic teams in basketball, baseball, golf, and rodeo.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Serves as the Chief Academic Officer, reporting directly to the President.
- Ensures that the College addresses and responds appropriately to the educational needs of the community and surrounding service area, including for-credit and non-credit education, workforce development and partnerships with local industry and business leaders, and dual enrollment initiatives.
- Responsible for complete and thorough budget preparation within established budget timelines and processes. This includes identifying budget investments, reductions, and priorities based on annual strategic goals.
- Manage and allocate department's financial affairs effectively, ethically, and innovatively within the constraints of approved budget.
- Provides leadership for instructional staffing, program development, implementation, prioritization, and review, including onsite, distance, and online formats.
- Responsible for curriculum development, program planning, and scheduling.
- Assures implementation and assessment of student learning outcomes at the department, program and course level, and provides direction to ensure timely response and implementation of all accreditation recommendations and activities.

- Develops partnerships with other schools, agencies, and organizations, as well as enhances community access to College programs and services.
- Provides leadership in establishing instructional and departmental goals, objectives, policies, and procedures. Assists the College in all strategic planning and assessment processes.
- Ensures adherence of curricula to appropriate licensure requirements as well as state, regional and federal accreditation agencies.
- Provides leadership for the accreditation process and is a primary contact for Northwest Commission on Colleges and Universities.
- Assures appropriate establishment of and meeting schedule for all program Advisory Boards.
- Provides oversight for all grant activities.
- Assures appropriate data collection for institutional, state and federal accountability reports. Provide oversight of all institutional research functions.
- Develops and maintains a long-range plan for program development and instructional staffing. This would include collecting program-by-program enrollment and fiscal resource data and conducting prioritization assessments.
- Coordinates the process for the recruitment, development, supervision, and evaluation of highly qualified faculty.
- Supervises full-time and part-time faculty, division chairs, and directors of other instructional programs including nursing and library/media services.
- Works with Vice President of Student Success and Enrollment and Dean of Enrollment Management and Educational Support Services to develop a strategic enrollment plan, including the identification of academic strategies that enhance enrollment through measureable recruitment and retention efforts.
- Works with Vice President of Student Success and Enrollment, and Dean of Enrollment Management and Educational Support Services to resolve academic and student issues.
- Acts as chair for the Academic Standards and Curriculum Committee.
- Assures direct reports are affluent in their use of Banner and advising processes are evaluated and improved.
- Provides direction of distance education and online learning.
- Serves as member of the Executive Staff, President's Cabinet and a variety of committees as appointed by the President.
- Performs other duties as assigned by the College President.

POSITION QUALIFICATIONS

Competency Statement(s)

- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Attendance/Punctuality** - Is consistently at work and on time.
- **Assessment and Accreditation**- Has experience and understanding of college assessment, learning outcomes, data collection, and accreditation processes.
- **Business Acumen** - Understands basic business practices.
- **Change Management** - Communicates changes effectively.

- Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.
- Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
- Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Meets commitments.
- Delegation - Delegates work assignments; Matches the responsibility to the person; Sets expectations and monitors delegated activities.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.
- Initiative - Seeks increased responsibilities; Takes independent action.
- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Improves processes, products and services.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Organizes or schedules other people and their tasks.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality Management - Looks for ways and takes proactive measures to improve and promote quality; Demonstrates accuracy and thoroughness.
- Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works effectively.
- Safety and Security - Observes safety and security procedures; Uses equipment and materials properly.
- Strategic Thinking - Develops strategies to achieve organizational goals; Adapts strategy to changing conditions.

SKILLS & ABILITIES

Education: Doctorate degree in education, higher education, or community college leadership OR Ph.D. preferred. Master's Degree required.

Experience: Accreditation experience and oversight preferred. Community College or University teaching experience preferred. Administrative, supervisory, evaluation, budget, and project management experience preferred. Minimum of seven years of experience in a higher education setting required.

Other Skills

Experience balancing multiple and competing priorities. Superior oral and written communication skills coupled with strong organizational and interpersonal skills. Personal computer skills and knowledge of instructional

technologies. A record of dedication to student success. The ability to work as a member of a team. Ability to travel and work evenings and weekends as required.

To Apply

Candidates should submit:

- Cover Letter
- Resume
- List of References
- Unofficial College Transcripts
- Completed MCC Application

Please submit all application materials to **Kylene Phipps, Executive Director of Human Resources and Compliance, Miles Community College, 2715 Dickinson Street, Miles City MT 59301** or you may e-mail your application materials to humanresources@milescc.edu.

The first review of applications will begin on September 30, 2015. This position is open until filled.

Miles Community College is an equal opportunity employer.