

# CLOUD COUNTY COMMUNITY COLLEGE

## Regular Administrator Job Description

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**Position Title:** Vice President for Academic Affairs

**Reports To:** President

**Type of Contract:** Regular Administrator

**Length of Contract:** 12 Months

**Date of Position Description:** August 2020

**Date Position Description Approved by President:** August 2020

The administration retains the right to add or change duties at any time.

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### **GENERAL NARRATIVE DESCRIPTION OF THE POSITION:**

Reporting to the President, the Vice President for Academic Affairs will provide overall leadership to Academic Affairs in the establishment, implementation and management of instructional policy, curriculum development, academic scheduling and programming, academic program review, accreditation matters, strategic planning, instructional assessment, faculty development, resource allocation and personnel policies. As a key member of the administration, the Vice President will work closely and collaboratively with other college administrators and foster strong relationships within the campus community and with external agencies. The Vice President is responsible for facilitating the efforts of the Academic Deans in providing a quality academic experience for all students.

Applicants must hold a master's degree (earned doctorate preferred). Applicants should hold five years of experience in higher education academic administration, preferably at the community college level. Teaching experience (preferably at the college or university level) is required. The candidate must possess excellent leadership, communication, organizational and computer literacy skills. Candidates must demonstrate a commitment to the philosophy and mission of the community college.

### **RESPONSIBILITIES:**

The essential functions include, but are not limited to:

- ❖ Serve as Chief Academic Officer of the College;
- ❖ Encourage and promote the highest quality of instruction at all levels within the College;

- ❖ Supervise the evaluation of the instructional programs of the College;
- ❖ Provide leadership for ensuring that the College fulfills the institutional mission in such areas as developmental education, general education, transfer education, vocational education, workforce development, economic development and community service;
- ❖ Research enrollment and population trends to assess demands for the College's programs and course offerings;
- ❖ Oversee continuation or elimination of programs and/or courses based on their utilization and relevance to the College's academic goals;
- ❖ Oversee all operations and programs of the Geary County Campus;
- ❖ Maintain all college course and program information as required by the Kansas Board of Regents;
- ❖ Oversee the development, completion, and submission of all Kansas Board of Regents reports related to academic affairs including but not limited to Performance Agreements, concurrent enrollment agreements, curriculum and program revisions, and program alignment information;
- ❖ Provide leadership, assistance and encouragement to the faculty in all instructional areas of the College;
- ❖ Maintain a process for formulating the educational policies of the College;
- ❖ Maintain a process for encouraging and promoting the professional development of the instructional staff;
- ❖ Supervise the Deans;
- ❖ Supervise other academic departments including, but not limited to: Adult Education, Online and Outreach, Dual Enrollment and Outreach, Workforce Development and Outreach, Assessment, Institutional Effectiveness, and Planning, Library, Student Success Center, TRiO Grant, Carl Perkins Grant, and other academic departmental grants;
- ❖ Oversee all academic assessment processes and serve as the Accreditation Liaison Officer;
- ❖ Oversee state reporting, including but not limited to Program Reviews, IPEDS, and KSPSD;
- ❖ Evaluate and/or makes employment recommendations about the employees he or she supervises;

- ❖ Oversee the mediation of disputes between faculty, faculty and students, and faculty and parents;
- ❖ Recommend employment, promotion and retention of faculty to the President;
- ❖ Oversee expected adherence of all full-time and adjunct faculty qualifications/credentials related to Higher Learning Commission and Kansas Board of Regents guidelines;
- ❖ Determine degree status based upon credentials and course completion of faculty;
- ❖ Oversee content of the College Catalog, Class Schedules, and other materials with academic content;
- ❖ Oversee all operations and staff of the Library, Student Success Center, TRiO Offices, Perkins Grant, and Adult Education/GED Program;
- ❖ Maintains the process for academic recognition for outstanding students;
- ❖ Assists the Students Services area with the process of academic probation and suspension;
- ❖ Represents the College at Kansas Board of Regents meeting, Kansas Council of Instructional Administrators' meetings, and any other educational association meetings;
- ❖ Serves as a member of the Academic Affairs Committee, as an ex-officio member of all search committees for full-time faculty members, and General Education and Assessment Committee member;
- ❖ Develop and maintain an instructional budget;
- ❖ Oversee all Carl Perkins Grant goals and reporting expectations and deadlines;
- ❖ Support the College by regularly participating in the various activities and programs involving students, staff, and the community;
- ❖ Attend, participate and oversee the format and academic participation in the Commencement Ceremony;
- ❖ Carrying out effectively and efficiently the duties and responsibilities appropriate to this regular administrator position. Such duties may include, but are not limited to: (1) the supervision and development of academic personnel; (2) the collection and dissemination of data and information; (3) the participation in appropriate committees and work groups; (4) planning and decision making; (5) the application of institutional, governmental, and other policies and regulations and (6) the completion of other administrative responsibilities as appropriate or as assigned by the President ;
- ❖ Providing and maintaining a system for the scheduling and promotion of courses and the selection of instructors;

- ❖ Collecting data and prepare reports as required or directed by the President;
- ❖ Have the ability to work with diverse populations;
- ❖ Attending meetings, workshops, seminars, etc., as necessary, which may include overnight travel;
- ❖ Interact cordially with coworkers to accomplish common tasks; and
- ❖ Perform other duties as assigned.

**Cloud County Community College offers a complete benefits package to all full-time administrative personnel including:**

- Health care coverage for employees and eligible dependents (up to \$728.36 paid monthly for single coverage by the college toward premium cost)
- Paid holiday leave - approximately 24 days of holiday leave
- Paid sick leave – 10 days annually, accumulates to 100 days total
- Paid vacation leave – earned at a rate of 13.34 hours per month, accumulates to 30 days total
- Retirement coverage through the Kansas Public Employees Retirement System (KPERs)
- Free CCCC tuition for employee, spouse, and minor dependents
- Free pass for employee, spouse, and immediate family members to most college sponsored events
- IRS Section 125 cafeteria salary reduction plan to purchase nontaxable health insurance, medical expense reimbursement, and dependent (child) care reimbursement (AFLAC)
- Free use of the Fitness Center