North Country Community College (NCCC)

North Country Community College is accepting applications for the position of Vice President for Academic Affairs/Chief Academic Officer.

The College proudly hosts three campuses: Saranac Lake, Malone and Ticonderoga. As the official College of the 1980’s Olympics, NCCC is a place where approaches to applied learning, the gorgeous vistas of the wilderness, the promotion of the entrepreneurial spirit, and opportunities for civic engagement serve as the four pillars to providing a unique learning experience in a grand setting of mountains, lakes and meadows.

Leadership

Reporting directly to the President and as a member of the President’s Council, the Vice President for Academic Affairs/CAO will play a strategic leadership role in the development of new academic programs to serve important workforce needs for the Adirondack region and across New York State. The successful candidate will work closely with the faculty, regional higher education leaders, regional employers, the State University of New York and the State Education Department in coordinating new academic initiatives. The Vice President for Academic Affairs/CAO will also lead the College’s commitment to assess the success of its curriculum including on-going academic program reviews, program and course assessments including the assessment of student learning outcomes. The successful candidate will also direct on-going program and regional accreditation efforts with academic leaders in their respective curriculums.

Working with a wide range of internal and external constituents to support and sustain NCCC’s academic vision, values, and mission, the Vice President for Academic Affairs/CAO will take an
active leadership role in the implementation and achievement of the institution’s strategic goals and objectives.

**Duties and Responsibilities**

NCCC is seeking an experienced, accomplished and innovative Vice President for Academic Affairs/CAO who will be responsible for providing leadership for credit and non-credit instructional programs and instructional support services. He/She will provide leadership for student learning and academic affairs through robust program and policy reviews, new academic program and policy development, and the implementation of academic programs and related student success areas. The Vice President works with other members of the college community to develop a learning-focused environment that promotes academic innovation and student success. Responsibilities also include supervision of administrators, staff and faculty in the instructional and instructional support areas; and serves as a catalyst to create a climate conducive to best practices in teaching and learning in a higher education setting.

**Professional Experience, Academic Credentials and Qualifications**

The preferred candidate will have a minimum of:

- Master’s degree and 5 years of relevant experience in academic affairs administration including two years at the senior management level.

- Combination of ten years teaching (minimum of 3 years) and administrative experience at a community college (preferred) or two year degree granting institution.

- Demonstrated teaching competency in one of the disciplines within the academic division.

- Official transcripts will be required.

**Minimum Skill Requirements:**

- Demonstrated ability to provide dynamic and innovative academic leadership.

- Demonstrated ability and commitment to work collaboratively with an emphasis on college-wide approaches and effective involvement of faculty.

- Demonstrated experience in program and curriculum development. Experience with SUNY/State Education Department at the higher education level preferred.

- Demonstrated experience with academic program review, program and course student learning outcomes assessment.

- Ability to utilize computer technology to access data, maintain records, generate reports and communicate with others.
• Advanced communication skills to interact both verbally and in writing with staff, students, administrators, faculty and the general public.

This is a 12 month, management confidential position

Compensation

Competitive - depending on qualifications and experience.

Candidate Review and References

Applications are to be submitted to tara.smith@nccc.edu, including a letter of application, résumé and complete contact information for three professional references.

Review of candidates and nominations will continue until the position is filled. Application review will begin on September 15th, 2016.

North Country Community College is an Affirmative Action and Equal Opportunity Employer