

VP for Academic Affairs and Accreditation



Hartnell College has spent one year developing a responsive Educational Master Plan and reorganizing the college to attain the Salinas Valley 2020 Vision. These position descriptions have been uniquely written to create the support necessary to implement that vision. We invite your application and participation in this transformation process.

Description

The college is seeking a Vice President for Academic Affairs & Accreditation who is bright and highly energetic with a commitment to servant leadership. This position will report to the Executive Vice President. The Vice President for Academic Affairs and Accreditation provides leadership and vision in the planning, direction, administration and evaluation of most of the college's general education and transfer disciplines. This position requires strength in leadership in all aspects of accreditation under the Western Association of Schools and College.

Specific Duties and Responsibilities

1. Supports accreditation, curriculum reviews, new curriculum approval processes, institutional improvement processes, and evaluation functions.
2. Responsible for academic planning, enrollment management, and improvement/advancement of teaching and learning in the college.
3. Promotes the development of innovative instructional and support programs to meet the educational needs of a diverse student population.
4. Works collaboratively with all segments of the Hartnell community and the community at large.
5. Coordinates the hiring and evaluation of faculty, staff, and administrators of instructional programs and services.
6. Responsible for advancing the college's diversity goals.
7. Develops and monitors instructional budgets using a shared governance model.
8. Encourages the development and use of a broad range of teaching and learning strategies and new technologies related to the access and delivery of programs and services.

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9. Responsible for collaboration, consensus building, conflict resolution, and problem solving; maintains effective and positive relationships with faculty and staff.

MINIMUM QUALIFICATIONS: *

1. A Master's degree from an accredited institution.
2. One year of administrative experience, formal training, internship, or leadership.
3. Demonstrated experience with accreditation and /or continuous improvement processes.
4. Demonstrated effective oral and written communication skills.
5. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty, and staff.

PREFERRED QUALIFICATIONS:

1. An earned doctorate.
2. Postsecondary administrative experience in a multicultural environment.
3. Experience developing, planning, implementing, and evaluating instructional programs and services.
4. Experience hiring, supporting, developing, and evaluating faculty and staff.
5. Experience developing, managing, and administering complex budgets.
6. Teaching experience in corporate training or community college or higher educational institutions.
7. Resource development experience with grants, foundations, or similar development activities.
8. Ability to communicate with the Spanish-speaking community.
9. Embracement of shared governance principles, recognizing the importance of shared responsibility and fostering open communication among all divisions, programs, and services; adhering to principles of trust, team work and collaboration.
10. Effective interaction with diverse students, staff, faculty, and administrators, individually and as team members.
11. Use of independent judgment in the interpretation and application of rules, regulations, policies and procedures.

*Meeting minimum and preferred qualifications does not assure any candidate an interview.



THE COLLEGE AND COMMUNITY

Hartnell College is one of the oldest institutions of higher education in California. Located on the California Central Coast, it enjoys the advantages of a rural setting in one of the most beautiful parts of the world with easy access to metropolitan life, including many educational institutions.

The College District encompasses the entire Salinas Valley, a fertile agricultural region some 10 miles wide and 100 miles long, from the coastal community of Moss Landing on the northern boundary to Bradley at the southern boundary.

The population of 10,000 students is very diverse, with Mexican/Mexican American/Chicano students constituting more than 60% of the enrollment, mirroring the larger community population. Thus, Hartnell has earned the federal designation as an Hispanic Serving Institution. A large percentage of students speak Spanish as their primary language. The college employs approximately 100 full-time and 300 adjunct faculty members, 150 classified employees, and 30 administrators.

The college has gained accolades for its success in forming partnerships and internships with NASA and other institutions to prepare students for research careers. The arts flourish with a studio arts program and The Western Stage theater company. The college is currently working closely with key leaders in local industry to develop vocational programs in sustainable agriculture and green construction.

Bond financing continues to provide funding for impressive new facilities on the main campus and on the 140-acre Alisal Campus. The King City Center opened in 2002 and now serves 1,500 of our students.

Hartnell College is key to the future of the community and its population. With over half of the population below the poverty level of income, the College provides an opportunity for making a significant social and economic impact on the community and on the lives of individuals. There is significant opportunity for enrollment growth, since the average age of the District population is 24.5 years.



SALARY AND BENEFITS

- Salary range: \$127,356 to \$141,759 annually.
Within this salary range, the successful candidate's starting salary will be commensurate with education and experience.
- District paid medical, dental, and vision insurance for employee and dependents.
- Life, accident, and income protection insurance.
- Sick leave, vacation, paid holidays.
- STRS (state teacher retirement system).

APPLICATION PROCEDURE

Completed applications must be received in the Hartnell Community College District Human Resource Office by **4:30 pm, on September 3, 2009.** Incomplete application packets will not be considered.

- 1) A letter of application explaining your experiences and qualifications in meeting each of the stated minimum and preferred qualifications for this position.
- 2) A completed District application.
- 3) A comprehensive resume of educational background and experience including community involvement and professional achievements.
- 4) Copies of transcript(s) (need not be official) verifying all educational degrees and/or coursework required for this position.

SELECTION PROCEDURE

Selected candidates will be invited for an initial interview with the screening committee. It is expected that interviews will take place September 21- 25, 2009. The finalists will be interviewed by the Superintendent/President shortly thereafter. Beginning date of employment will be on or after October 1, 2009.



EQUAL OPPORTUNITIES

It is the policy of the Hartnell Community College District that no person shall be discriminated against in any employment procedure on the basis of race, color, national origin, ancestry, religion, sex, sexual orientation, age, marital status, Vietnam-era veteran status, or disability. The College actively seeks applications from candidates who have multi-cultural experience. Contact the Office of Human Resources and Equal Employment Opportunity if you need any special accommodations to complete the application process.

SUBMIT APPLICATION MATERIALS TO:

**Hartnell Community College District
Human Resources and Equal Employment Opportunity**

**411 Central Avenue
Salinas, California 93901
(831) 755-6706
Fax: (831) 755-6937**

Applications available on-line at: www.hartnell.edu/hr