

Executive Vice President

Description

Under the direction of the college Superintendent/President, this position is responsible for planning, organizing and directing the operations and activities of the college. Nearly all campus personnel and units are ultimately lead and supported by this individual. This person's full-time responsibility is to look inward to sustain a positive culture, to nurture change, to maximize communication and shared governance and develop maximum cross-fertilization of ideas/people/programs to better meet the needs of the district. The Executive Vice President must be a strong and experienced leader who will support the entrepreneurial program, service, and reorganization initiatives, as well as continued support for Hartnell's traditional modes of instruction. The Executive Vice President will be expected to work collaboratively with the all constituent groups while providing visionary leadership as the college implements its strategic plan.

Specific Duties and Responsibilities

- A fiscally responsible strategic planner with experience managing large budgets and balancing competing interests for available financial resources.
- Achieve fiscal sustainability through advocacy, institutional advancement, and transparency
- A confident leader with an innate sense of honesty, integrity, and fairness.
- A superior communicator with strong listening skills and excellent negotiation capabilities.
- An energetic individual intent on a long-term commitment to Hartnell College, who will create strong ties with and play a visible role in the community.
- A person who will enable the college to better serve underserved and underrepresented populations throughout the diverse Hartnell community.
- A learned individual who champions the creation of an educational environment which focuses on the quality of teaching, the development of students and ensures that classes are current and transferable.
- Ensure an open and collaborative planning process that involves all constituent groups in order to set priorities, allocate limited resources, and address critical infrastructure and facilities needs.

Required Qualifications*

- A Master's Degree from an accredited institution

- Minimum of three years of senior level administrative experience in higher education preferably in community colleges
- Demonstrated knowledge of effective teaching and learning processes at the college level
- Demonstrated knowledge of budget and budget management at the college level
- The ability to focus all of the college's resources on improving learning.
- Demonstrated experience in organizational change
- Faculty experience (teaching/counseling) in higher education

Preferred Qualifications

- Doctorate degree is preferred
- A proven visionary who is supportive of shared governance and is willing to listen to the concerns of faculty, students and staff and engage in meaningful discourse in order to create an environment conducive to higher education and lifelong learning.
- A community leader, experienced with working in a multi-cultural and diverse region who has shown a commitment to hiring a diverse staff and faculty.
- Leading candidates should have senior administrative experience in progressively responsible positions—as well as teaching experience in higher education.
- Experience using technology to provide workplace solutions, manage data, and support learning and organizational change.
- Demonstrated skills in organizational development.