



VACANCY ANNOUNCEMENT

Position Title: Vice President for Academic Affairs

Position #: 100010

Position Status: Full-Time

Reports To: President

DUTIES AND RESPONSIBILITIES:

The Vice President for Academic Affairs is responsible for the following:

1. Provide effective leadership, vision, and commitment to support faculty and staff to enhance current programming and develop new programming.
2. Establish and maintain standards and operational policies for instruction and educational services, which are consistent with the values, vision, and mission of the college.
3. Provide oversight and management of all instructional programs and departments.
4. Prepare, recommend, and administer instructional budgets consistent with the mission and purposes and strategic initiatives of the college.
5. Assure compliance of all instructional programs with the requirements of the system office, Otero Junior College, CDHE, Higher Learning Commission, and other state and federal regulatory agencies.
6. Supervise and evaluate all educational programs, courses, and recommend the deletion or addition of such programs/courses when appropriate.
7. Develop the master course schedule for each instructional term.
8. Establish class size, determine cancellation of classes, and reassign full-time and part-time instructional personnel in order to create equitable and appropriate faculty workloads.
9. Responsible for the assessment of student learning.
10. Provide and encourage professional development opportunities for faculty and staff to improve teaching and learning.
11. Perform other tasks as assigned by the President of the College.

See Human Resources for a complete job description.

MINIMUM QUALIFICATIONS:

- An earned Master's degree from an accredited institution and minimum of 5 years of progressively responsible experience in Instructional or Higher Education Administration or an equivalent combination of academic preparation and experience
- Demonstrated understanding of diversity, equity, access, social justice, and inclusive excellence
- Demonstrated understanding of student learning strategies, policies, and promising practices

PREFERRED QUALIFICATIONS:

- Doctorate degree from an accredited institution
- Administrative experience at the community college level
- Experience in program planning and program development
- Experience in staffing, evaluation, and fiscal operations
- Teaching experience at the community college level
- Prior experience with college accreditation
- Experience in institutional research/accountability/ assessment
- Experience in administering academic, career and technical education programs (i.e. Carl Perkins)

- Demonstrated commitment to diversity, inclusion, integrity, and ethical behavior; a genuine broker of diverse ideas and points of view
- Strong oral, written, interpersonal and public communication skills
- Strong computer skills
- Ability to work collaboratively with internal and external constituent groups
- Ability to work with diverse populations
- Ability to work with other educational entities, business and industry, and the community at large
- Commitment to a progressive environment providing quality education and supportive services to students
- Educational philosophy in alignment with that of a rural, comprehensive Community College

SALARY:

Salary Competitive (Based on level of education, skills, and experience) with excellent benefit package including retirement, health, vision, dental and life insurance
12 month administrative position

APPLICATION INSTRUCTIONS

For consideration, an applicant file must contain:

1. Cover letter that addresses the minimum and preferred qualifications
2. Resume
3. Copies of transcripts (A.A., B.A., M.A., EdD and/or PhD)
4. Names, addresses, and phone numbers of 3 professional references

APPLICATION DEADLINE

June 7, 2019

POSTION START DATE:

August 5, 2019

Submit Application Packet To:

Otero Junior College
Attn: Carol Noll
Director of Human Resources
1802 Colorado Ave
La Junta, CO 81050
FAX: (719) 384-6947

Or Email To: carol.noll@ojc.edu

Inquiries May Be Directed To:

Carol Noll
(719) 384-6824

Applicants must submit to and pass a background check before an offer of employment can be extended.

Notice of Non-Discrimination

Otero Junior College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or

educational programs and activities. Otero Junior College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

The College has designated Carol Noll, Director of Human Resources, as its AFFIRMATIVE ACTION (AA), OFFICER, EQUAL OPPORTUNITY (EO), AND TITLE IX COORDINATOR with the responsibility to coordinate its civil rights compliance activities and grievance procedures. If you have any questions, please contact Marlene Boettcher, Director of Human Resources at 719-384-6824, carol.noll@ojc.edu, or 1802 Colorado Ave. MacDonald Hall Room #221, La Junta, CO 81050.

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

The Federal Clery Act (The Student Right to Know and Campus Security Act of 1990) requires all institutions of higher learning to make available to prospective employees the agency's Annual Security Report/Campus Crime Statistics. A paper copy of this report can be obtained at the Student Services Center upon request or at: <http://www.ojc.edu/content/marketing/catalog.pdf>. This report includes statistics for the previous three years concerning crimes that occurred on campus or on property controlled or owned by Otero Junior College, as well as public property within, or immediately adjacent to and accessible from, our campus.

Former employees of the Colorado Community College System or one of its 13 colleges, who were disciplinarily terminated or resigned in lieu of termination, must disclose this information in your application packet

Qualified protected class individuals are encouraged to apply

Otero Junior College must comply with the Immigration Reform and Control Act of 1986. If hired you will be required to provide documents to show your identity and authorization to work. In addition, Colorado fiscal rules require direct deposit for all new employees.

ABOUT OTERO JUNIOR COLLEGE:

Founded in 1941, Otero Junior College is a state two-year community college with approximately 1500 students (1250 FTE) made up of traditional, non-traditional and international students. The college is governed by the State Board for Community Colleges and Occupational Education. OJC is located on an attractive 40-acre campus on the southern edge of La Junta, Colorado. The college is a full-service campus with dormitory housing, food service, men's and women's varsity intercollegiate athletics, and state-of-the-art educational technology. The city of La Junta has a population of approximately 8,000 and is located on Highway 50, sixty miles east of Pueblo. The college serves the residents of Otero, Bent, and Crowley counties. This rural geographic area in southeast Colorado is primarily agriculture based and has a population of approximately 33,000 people. Students at OJC can earn degrees in Associate of Arts, Associate of Science, Associate of Applied Science, Associate of General Studies or an Associate Degree in Nursing. Students who wish to pursue vocational occupations will find over a dozen one- and two-year certificate programs available. Career and Technical Education certificate programs at OJC include:

- Agri-Business Management (ABM)
- Agricultural Production Management
- Applied Technology
- Artificial Insemination
- Community Health Worker
- Cosmetology
- Crop Production
- Emergency Medical Services
- Esthetician
- Hair Stylist
- Law Enforcement Academy
- Livestock Production
- Nail Technician
- Nurse Aide
- Phlebotomy
- Practical Nursing
- Welding Technology

To learn more about Otero Junior College, visit the college's website at www.ojc.edu.

OJC MISSION STATEMENT:

To provide quality higher education that is accessible, transforms lives, expands employment opportunities, enriches our communities, promotes individual and global cultural diversity, and fosters economic development.