



VACANCY ANNOUNCEMENT

Position Title: Vice President for Student Services

Position #: 100060

Position Status: Full-Time

Reports To: President

DUTIES AND RESPONSIBILITIES:

The Vice President for Student Services is responsible for the following:

1. Provide executive-level leadership, strategic planning, oversight and coordination of all areas in the Division for Student Services for programming, policy development, personnel, facilities and fiscal resource management.
2. Provide leadership and guidance for the development and implementation of high-quality and student-centered approaches to support student success in non-instructional dimensions of the student college experience for a diverse student body.
3. Promote positive student relations by maintaining effective lines of communication with student leaders and serve as an advocate for the non-instructional, extra-curricular, and co-curricular needs of students.
4. Develop and manage budgets within the purview for Student Services.
5. Develop and enhance the non-instructional assessment of student learning outcomes for Student Services.
6. Ensure that all programs and services with Division for Student Services comply with all relevant, state, federal and system policies.
7. Perform other tasks as assigned by the President of the College.

See Human Resources for a complete job description.

MINIMUM QUALIFICATIONS:

- Master's degree in education, counseling or related field
- 5 years of relevant and progressive management experience
- Significant experience creating an inclusive learning environment for first-generation students, low-income students and/or students of color

PREFERRED QUALIFICATIONS:

- Terminal degree preferred
- 7 years of relevant and progressive management experience
- Record of success in creating and implementing a vision for a student services division
- Demonstrated commitment to all students' success and in building strong student relationships
- Significant experience managing staff and budgetary resources
- Record of effective and innovative leadership in policy development, strategic planning, commitment and success in developing an inclusive environment for students of color and first-generation students
- Demonstrated experience collaborating with instructional programs
- Experience in providing response and assistance to students in crisis situations and restorative justice
- Knowledge and use of student development theory and best practices and trends

- Excellent communication skills both orally and in writing
- 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. Ph.D/Ed.D)
4. Names, addresses, and phone numbers of 3 professional references

APPLICATION DEADLINE

Initial review will be January 21, 2019, position will be open until filled

POSTION START DATE:

May 15, 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 Carol Noll, 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 Cleary 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 rural two-year community college with approximately 1300 students (900 FTE) made up of traditional, non-traditional and international students. The college is governed by the State Board for Community Colleges and Occupational Education and is one of 13 institutions that make up a state-wide community college organization. OJC is located on an attractive 40-acre campus on the southern edge of La Junta, Colorado. OJC is an accredited Hispanic Serving Institution and a full-service campus with residence life, food service, men's and women's varsity intercollegiate athletics, and state-of-the-art educational technology. The campus prides itself in being a student-focused, learning organization.

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.

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.