Interim Vice President of Academic and Student Affairs

College Internal Job Posting

POSITION: Interim Vice President of Academic and Student Affairs - Position# 01064209
CLASSIFICATION: Unclassified MnSCU Administrators’ Plan – Range 8
SALARY RANGE: $93,442-$149,510 annual base
APPOINTMENT: Six Months - Full-Time (July 1– December 31, 2021)
STARTING DATE: Approximately July 1, 2021
DEADLINE: To receive guaranteed consideration, application materials should be submitted online by February 12, 2021. The search will remain open until the position is filled.

Position Responsibilities
The interim VP of ASA will support operations, resolve student issues and represent the college at a system level Fall 2021. The interim VP of ASA will ensure the high-quality standards of the college are maintained.

Responsibilities:
• Provides leadership and oversight of all academic programs and instructional services
• Provides leadership and oversight of all student services and institutional research
• Communicating widely across academic divisions and assigned areas
• Advises the President’s cabinet on budget, staffing and planning
• Promoting a culture of innovation and respect
• Works collaboratively with other units of the college in achieving strategic initiatives
• Serves on key committees internally and at the system level
• Supervises four Deans and three staff

Qualifications
Minimum:
• Bachelor’s Degree
• 5 years of Higher Education Experience
• Leadership Experience

Preferred:
• Master’s Degree
• Thorough knowledge of labor contracts
• Proven track record of relationship building skills
• Demonstrated successful conflict resolution skills

TO APPLY: Apply online at https://www.alextech.edu/about-atcc/human-resources.
Click on Faculty and Administrator Jobs – “How to Apply” link to apply. You must apply online and attach a cover letter, electronic resume and a copy of your transcript(s) in order to be considered for this position.

CONTACT: Shari Maloney; (320) 762-4466; Fax: 320-762-4450; Email: employment@alextech.edu
ADMINISTRATOR POSITION DESCRIPTION

ADMINISTRATIVE TITLE: Interim Vice President of Academic and Student Affairs

NAME OF ADMINISTRATOR:

RANGE ASSIGNMENT: 8  POSITION CONTROL NUMBER: 01064209

POSITION PURPOSE:
This position will serve a six-month interim position (July – December 2021).

This position is designated within Minnesota State as Chief Academic Officer (CAO) and Chief Student Affairs Officer (CSAO) of the college. It provides the vision and overall guidance for policy formation, education planning, the Higher Learning Commission and programmatic accreditation processes, budgeting and new program development in an integrated instructional and student services setting. The Vice President of Academic and Student Affairs serves as accreditation liaison with the Higher Learning Commission and is responsible for all accreditation activities. This position provides critical leadership in enhancing student retention, progression, completion, and student success and is responsible for developing learning opportunities that bridge academic and student affairs programs, and the ongoing assessment of the effectiveness of those programs. The Vice President promotes quality customer services and efficiencies of operation and is a champion for continuous quality improvement in all aspects of the departments and the College. This position works with the President and President’s Leadership Council (PLC) to align the college with Minnesota State Colleges and Universities board directives and college strategic goals. PLC members are expected to communicate widely in their divisions and assigned areas and promote a culture of respect and innovation.

Signature of Employee ____________ Date ____________________.

Signature of Supervisor ____________ Date ____________________.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Provide leadership, planning, evaluation, and supervision that facilitate strategic alignment of college academic programs and operations with the needs of students and Minnesota State strategic goals, policies, and performance measures. The Vice President will analyze market data for new program development. The position is responsible to develop, review, approve, and implement college policy. Outcome responsibilities include working with college deans and faculty leadership to accomplish student learning, community workforce responsiveness, and academic program efficiency.

   Priority: Essential Percent of Time 30%

2. Provide leadership, planning, assessment for student services through strategic management and targeted initiatives for expanded access to students – particularly of diverse backgrounds. Effectively use institutional research to pursue federal, state, and private aid for support programs. This position, with student services directors and staff, is responsible for student satisfaction, retention, and completion.

   Priority: Essential Percent of Time 30%

3. Provide leadership and management oversight for continuous improvement, accreditation and assessment activities. This position serves as the college liaison to the Higher Learning Commission and is responsible for compliance with federal, state requirement and System Office policies. The VP of ASA is responsible
for the security of student records, and implementation of processes that limit college liability and assure continued access to financial aid for students. This person is responsible to work with the President to accomplish System Office performance targets.

Priority: Essential Percent of Time 10%

4. Initiate, develop, and provide leadership and support for external partnerships, grants, and collaborative programs that support the college mission and align the college with Minnesota State strategic initiatives. These responsibilities support legislative initiatives, community relationships, business to program initiatives, multiple modes of instructional delivery, and the college Foundation initiatives. Specifically, this position is responsible to expand collaboration with high schools, higher education institutions, and shared business operations with other Minnesota State colleges.

Priority: Essential Percent of Time 10%

5. Provide support, strategic direction, leadership and management oversight of directors, administrative personnel, and staff in academic affairs, student affairs, the registrar, financial aid, and administrative and instructional technology. Responsibilities include providing support for leadership development, transition planning, supervision functions, and interdepartmental alignment.

Priority: Essential Percent of Time 10%

6. Lead, represent, and promote the college at public functions internally to the college and externally in the local community, System Office events and committees, the national higher education community, and across businesses regionally and nationally. This person is to represent the interests of the college and the President in a positive manner at all times.

Priority: Essential Percent of Time 10%

QUALIFICATIONS:

Minimum:
- Bachelor’s Degree
- 5 years of Higher Education Experience
- Leadership Experience

Preferred:
- Master’s Degree
- Thorough knowledge of labor contracts
- Proven track record of relationship building skills
- Demonstrated successful conflict resolution skills

BUDGET AUTHORITY:
This person is responsible for approximately $20,000,000 (through the departments and personnel reporting to the position). This includes student aid disbursed through the college.

REPORTABILITY:
College President

SUPERVISION:
4 Deans of Educational Services (1 FTE each) – Admin Level 6
Director of Research and Institutional Effectiveness (1 FTE) (MnSCU AP 3)
Institutional Research and Communication Specialist - 1 FTE (OAS Senior)
Assistant to the Vice President – 1 FTE (OAS Prin)