



Founded in 1968, Eastern Gateway Community College enrolls over 11,000 students, in total. Our in-seat classes are delivered at two main locations, the main campus in Steubenville Ohio, and the Youngstown Campus, Youngstown, Ohio. As part of a collaborative agreement, Eastern Gateway recently entered into a national initiative with AFSCME to offer online classes and degrees to union members across the country. This initiative has seen tremendous growth, with over 8,000 students enrolled since its inception in July 2015.

Eastern Gateway works hard to keep tuition among the lowest in Ohio, is proud to serve as a Leader College for the Achieving the Dream initiative and continues to set the bar throughout the region to assist first-generation and low-income students.

Steubenville, the county seat of Jefferson County and in close proximity to the Pittsburgh International Airport, sits on the banks of the Ohio River and is a city steeped in rich history and tradition.

### **PROVOST**

Eastern Gateway Community College invites applications for the position of Provost. The Provost has broad responsibilities for the planning, development and administration of the college's educational programs and services. As Chief Academic Officer of the college, the Provost ensures the academic integrity of the college and supports innovations in programs and methods of delivery that respond in a timely manner to a rapidly changing environment. As Chief Student Services Officer of the college, the Provost provides leadership, vision, direction and advocacy for a comprehensive array of student services, which support completion and students' success in meeting their educational goals.

The Provost directs the work of the Academic and Student Services Deans, at all locations and delivery modalities, which promotes the relationship between instructional services, student services and academic initiatives. The Provost consults with the members of the team on issues affecting the Academic and Student Services division of the college and works collaboratively to ensure EGCC meets its enrollment management goals and maintains academic excellence. S/he brings forward recommendations concerning college-wide cooperative ventures, communication and allocation of resources to the Cabinet and to the President. The position will be based in Steubenville, Ohio but the Provost will be expected to have a regular presence at College sites in Youngstown and other service areas regularly. Travel throughout the State and out of the area required to fulfill the job duties.

### **ESSENTIAL DUTIES AND ACCOUNTABILITIES:**

- Serves as Chief Academic Officer and Chief Student Services Officer of the college; serves as Officer in Charge in the absence of the President
- Actively participates as a member of the President's Cabinet and assists the President and other senior managers in achieving priority institutional objectives identified in the College's Strategic Plan
- Creates the annual Operational Plan for the division of Academic and Student Services; oversees and guides the creation and implementation of annual operational plans for the Academic and Student Services leadership team and assists Deans and Associate Deans in achieving priority institutional objectives; evaluates progress toward goals and objectives.

- Prepares the annual budget for the division of Academic and Student Services, in line with the College's strategic priorities.
- Ensures that the activities of Academic and Student Services meet the requirements of the College's accrediting and licensing agencies, as well as any program specific accreditation.
- Supports enrollment management initiatives and innovations in programs and methods of delivery that respond in a timely manner to a rapidly changing environment
- Oversees the systematic and routine assessment of all academic and student services programs and services to measure and plan continuous improvement
- Responsible for ensuring the performance evaluation of all full time and adjunct faculty on an annual basis and approving faculty professional development plans.
- Provides guidance to the Deans on disciplinary issues related to their subordinates and participates in disciplinary actions as needed.
- Ensures that EGCC continuously supports and provides an inclusive environment that celebrates and promotes understanding and respect within a diverse student body, staff and community
- Annually reviews the academic programs and courses to ensure that they directly support the needs of the students
- Supports mutually beneficial partnerships between the College and business/industry, not-for-profit organizations and other educational institutions
- Serves as the primary contact for EGCC with local, state and federal agencies in matters pertaining to student services and the academic program.
- In cooperation with the Academic and Student Services leaders, formulates and proposes policies, subject to presidential and trustee approval as needed, concerning all facets of academic and student services
- Provides leadership in the incorporation of instructional technologies to improve student learning
- Maintains compliance with the terms of contracts with employee bargaining units; participates in the negotiating process by assisting in the formation of negotiating strategy, formulating proposals and counterproposals and advocating management's position
- Works closely and collaborates with constituents to ensure that physical space is used effectively and efficiently
- Maintains regular communication and working relationships throughout EGCC in order to achieve institutional priorities
- Prepares an annual report on the activities, outcomes and analysis of the performance of the Academic Department.
- Oversees the academic complaint system and acts as the final arbiter of student/family academic complaints.

#### **QUALIFICATIONS AND EXPERIENCE:**

- Minimum of 5 years of Senior Management experience in higher education required and demonstrated successful experience in progressively responsible teaching, administrative and educational leadership positions in a college setting; experience in a multi-campus community college setting is preferred
- Earned doctorate from a regionally accredited institution is required.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Excellent oral, written, and interpersonal communication skills
- Must possess enthusiasm, vigor, dependability, determination, diplomacy, and organizational integrity
- Proven experience in teaching and/or administration at a regionally-accredited college or university

- Demonstrated knowledge in the areas of academic program development and evaluation, adult principles and practices, and curriculum development
- Proven experience in a progressively responsible capacity in an education environment directing and/or leading activities organization-wide
- Ability to demonstrate high-level conceptual and strategic thinking to establish and oversee academic program policies, procedures, and standards
- Evidence of initiative, logical decision making, and strong program management skills
- Demonstrated critical thinking, political savvy, problem-solving, relationship building, negotiation and anticipatory abilities
- High degree of professionalism, diplomacy and tact
- Demonstrated ability to communicate effectively with diverse constituencies, including students, parents, faculty, employees, and external parties
- Must be results oriented and able to manage multiple processes and activities simultaneously.

**Salary will be commensurate with the successful candidate's relevant experience and in accordance with the College's salary administration program.**

**For consideration, please send a letter of intent, a curriculum vitae and the contact information for at least three (3) professional references to:**

[careers@egcc.edu](mailto:careers@egcc.edu)

**Those wishing to send their materials via U.S. Mail, please send to**

**Kim Johnson,  
%Human Resources  
Eastern Gateway Community College  
4000 Sunset Boulevard  
Steubenville, OH 43952**

**Applications will be accepted until the position is filled.**

Eastern Gateway Community College does not discriminate on the basis of race, color, religion, ancestry, national origin, sex, age, disability, veteran status, military status, gender identity or expression, genetic information, or sexual orientation. The College will promote equal opportunities to all employees, applicants for employment, students, and student applicants for admission to the College through a positive and continuing affirmative action program. Eastern Gateway Community College will fully comply with all federal, state, and local laws and regulations to guarantee equal opportunities. All contractors of this College will comply with existing federal and state regulations concerning equal employment opportunities and affirmative action. Eastern Gateway Community College is an equal opportunity institution.

Revised 3/23/18