



**VICE PRESIDENT of ACADEMIC AFFAIRS**  
**Full-Time - Contract Position**

Eastern Gateway Community College invites applications for Vice President of Academic Affairs position. This is a full-time Academic Leadership position for the College. This position reports directly to the President during the Academic Year.

The primary responsibility of the Vice President of Academic Affairs plans, oversees, organizes and directs the activities of all instructional programs, including transfer and career and technical degrees, diplomas, and certificates, and general education coursework offered in support of those programs. The position oversees the Office of Institutional Effectiveness and the college Library and provides essential staff assistance to the College President and Board of Trustees on issues related to areas of compliance and regulatory matters related to accreditation, policy and procedure, and faculty governance.

This individual will serve on college-wide committees and work directly with College administrators to create and maintain an open, collaborative, and inclusive college environment focused on student learning and student success.

Eastern Gateway Community College offers a generous benefit package, including, medical, vision, dental, short-term disability, sick/vacation leave and life insurance. Competitive Salary commensurate with relevant experience, education, and in accordance with the College's salary administration program.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

**The Vice President of Academic Affairs will:**

- Develop, plan, implement, and administer academic and administrative goals and objectives; internal policies and procedures necessary to provide assigned services and functions to College programs, and services; recommend and approve new or modified systems, policies and procedures.
- Oversee the activities and operations of all academic related programs to ensure that the Academic program operations support the goals and objectives of the College and the needs of the student population.
- Oversee the instructional component of the college's comprehensive student success agenda.
- Analyze data and make data-driven decisions regarding the continuous improvement of the college's academic programming array.

- Maintain awareness of current developments and trends in management, higher education, and fields related to assigned functions.
- Maintain an effective, collaborative, and collegial work environment through team building and positive reinforcement techniques at all levels of supervision, planning, and implementation.
- Oversee the institutional accreditation (Higher Learning Commission), programmatic accreditation, and various agency/licensure processes for required programs, budget requests, and periodic reports; research and prepare detailed reports on a variety of College management topics.
- Participate in the review and approval of specifications for new buildings, renovations, and leased property and temporary facilities for assigned College programs and activities with relation to academic needs and requirements.
- Direct the curriculum, library, and institutional effectiveness review processes; review and approve new programs and services; make changes in existing programs and services; determine and relate resource allocations.
- Work with the Deans, Registrar and Campus leadership to develop a sustainable, schedule of classes that meets the needs of the students and the community.
- Assist in the hiring, training, motivation, and evaluation of academic, library, and institutional effectiveness personnel and staff; establish and monitor annual employee performance objectives/goals; oversee the preparation and presentation of employee performance reviews; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Direct the development and administration of the budget for assigned functions; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures for all academically related units.
- Supervise enrollment reporting and accountability functions; evaluate productivity reports and prepare recommendations as needed.
- Direct and oversee the strategic planning function within Academic Affairs; ensure conformity of programs and activities with the college's strategic plan.
- Represent the College at community, state, and national meetings and functions.
- Perform internal audits to maintain compliance with the Ohio Department of Higher Education
- Counsel and advise students, faculty, and staff on a variety of academic and administrative matters.
- Work collaboratively with faculty and internal Marketing personnel to effectively market College programs to students, businesses, and other potential partners.
- Serve as a contributing member of Cabinet to solve problems, address challenges, and position the College to take advantage of opportunities.
- Comply with the college's policies and procedures.
- Perform related duties and responsibilities, as assigned by the College President.

## **EDUCATION & BACKGROUND:**

- Required: Doctoral degree in Postsecondary Education from a regionally accredited institution. 2-3 years progressively responsible college administrative experience in planning, management, and supervision of academics, curriculum and instruction.
- Preferred: Educational background in curriculum development, instructional design, or postsecondary assessment.
- Preferred: Experience with Higher Learning Commission and with Ohio Department of Higher Education regulations
- Significant leadership experience, preferably in institutions that include both face-to-face and online modalities, multiple campus locations and a mixed, mature student demographic.
- Demonstrated experience in the development of new academic programs and in the assessment, refinement and winnowing of existing academic programs.
- A demonstrated understanding of instructional design principles, of modern methods for the assessment of student learning, of learning management systems, and oversight of full and part time faculty.

## **SKILLS & ABILITIES:**

- Requires excellent organizational, communication and interpersonal skills. Sensitivity to and acceptance of diverse cultures and individuals is expected and required in this position.
- Must be computer literate and open to the development and implementation of innovative delivery systems and enhanced teaching through advanced information technologies.
- Must be able to work a flexible schedule that may include evenings and weekends. May involve some overnight travel to represent the College at meetings and/or conferences on occasion.
- Possess enthusiasm, dependability, diplomacy and organizational integrity.
- Project a positive image of the college, both on campus and in the community.
- The ability to logic and reasoning to identify alternative solutions to situations and apply creative thinking to the resolution of problems.

Resumes and the names, addresses and telephone numbers of at least three professional references should be sent to:

Joshua Martin, Interim Director  
Human Resources Department  
Eastern Gateway Community College  
110 John Scott Hwy  
Steubenville, OH 43952

For those wishing to send their materials electronically, please send to **careers@egcc.edu**.

Internal applicants should include an employee ID number in their letter of intent.

Applications will be accepted until this 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.