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WEBSITE:
<http://www.cei.edu/hr>

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VICE PRESIDENT OF ACADEMIC AND STUDENT AFFAIRS

EXEMPT Classification

College of Eastern Idaho

Open for Recruitment: Open until filled. First application review will be held the week of March 15, 2019 – interested candidates are encouraged to apply *as soon as possible*.

Salary Range: \$105,000 - \$120,000 Annually - Plus Competitive Benefits

Location(s): Idaho Falls

GENERAL STATEMENT OF FUNCTION:

The Vice President of Academic and Student Affairs is a direct report to the President. The VP is responsible for leadership and direction of instructional and academic affairs departments, and serves as the Chief Instructional Officer for the College of Eastern Idaho. The VP participates as a member of the President's Advisory Council (PAC) and serves as an advisor to the college president. The VP promotes and provides leadership for members of the instructional team and ensure that the mission of the College is carried out.

EXAMPLE RESPONSIBILITIES:

- Provides direct supervision of all Academic Programming and Instructional Delivery, Student Affairs, Online Learning Services, Center for New Directions, Library Services, Testing Center, Tutoring Center and Dual Credit Programming.
- Uses past experiences with academic transfer and career technical education to expand both numbers and quality of CEI graduates.
- Leads and directs college-wide processes for curriculum development and review; new program development, including feasibility studies to assess program needs and market demands; the assessment of student learning outcomes; faculty development; and supplemental instruction.
- Articulates a vision for instruction based on knowledge and practice in teaching and learning and ensures the adherence to the College Mission. Will explore best practices and processes related to “competency based learning.” Articulates a vision in the area of student success and completion through application of Complete College America practices.

- Promotes and provides leadership in program review, outcomes assessment, general education policy, instructional effectiveness, and demonstrated background in regional accreditation standards.
- Assesses current and emerging requirements for career pathway education and academic transfer programs with partner universities.
- Encourages innovative use of technology and alternative delivery systems to meet the changing needs of the region and workforce.
- Ability to resolve sensitive student, faculty, and staff issues. Responds to public inquiries and complaints regarding the area of instructional delivery or student affairs.
- Promotes and supports professional development for faculty and staff.
- Seeks and encourages employees to pursue external resources and grants to advance college priorities in collaboration with the President's Office.
- Represents the College at local, state, regional, and national meetings and serves as an active participant and spokesperson for the College in educational, community, legislative and civic organizations. Works closely with regional businesses to ensure relevant programming, placement, internships, apprenticeship, service learning and advisory committees.
- Reviews and evaluates policies affecting instruction and student affairs. Proposes new and revised policies as appropriate.
- Finds new and innovative pathways for students to move efficiently and effectively through coursework and programs in a more cost effective and time sensitive manner while continuing to meet the requirements of the Northwest Accreditation, Idaho State Board of Education, Business and Industry, and Idaho State Career and Technical Education
- Works closely with the Workforce Development Director to ensure coherent relationships between credit and non-credit bearing programming.
- Develops, implements, and maintains short and long term College educational master planning and strategic enrollment management processes.
- Works closely with the VP of Finance and the Budget Office to analyze financial and student achievement data, and prepares and/or oversee preparation of clear and concise reports as required.
- Coordinates and supervises all aspects of the instructional and related services, operating budgets and makes recommendations for fiscal allocations to accomplish the College mission.
- Uses data analytics to inform and update stakeholders on progress towards enrollment, retention and student success

goals. Regularly conducts internal audits to test and improve all related business processes and systems.

- Promotes professional ethics, accountability, cooperation, collaboration, and effective relations among faculty, staff, students, and community groups.
- Promotes diversity and the understanding of and respect for all peoples and cultures.

MINIMUM QUALIFICATIONS:

- Master's degree from a regionally accredited college or university
- Higher education experience required to include at least five years of full-time employment in a post-secondary institution with demonstrated executive experience managing educational programming.
- Demonstrated experience in working with outside organizations such as State Board of Education, Civic Organizations, Accreditation Organizations, and National Post-Secondary Professional Organizations.
- Demonstrated experience in curriculum development and review, program development and implementation, student needs assessment, establishment and evaluation of quality standards, regional accreditation standards and metrics for student learning outcomes.
- Exceptionally strong interpersonal skills driven by collaborative strategies.

PREFERRED QUALIFICATIONS:

- Earned doctorate degree in an academic field, higher education administration/leadership, or other related area.
- Experience in employment with a community college.
- Three years of direct teaching experience at a post-secondary institution and/or direct supervision of faculty.
- Demonstrated successful experience in building industry partnerships to deploy workforce programs, along with ability to fund raise.

HOW TO APPLY:

Electronically submit a completed application packet (**in .pdf or Word format**) to hr@cei.edu. The application packet must include the following:

- CEI Employment Application (located at <http://www.cei.edu/falcons/resources/hr/cei-employment-application-10-2017.pdf>)
- Cover Letter
- Résumé or VITA
- Unofficial Transcripts

- Three Professional References with direct contact information

Incomplete packets will not be accepted. Official transcripts required upon hire.

For additional questions contact: Human Resources at (208) 535-5495 or by email at hr@cei.edu

AA/EOE/ADA

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources.