
Southeastern Community College

EMPLOYMENT OPPORTUNITY

Vice President of Academic Affairs

Founded in 1964, Southeastern Community College (SCC) is a public, two-year comprehensive community college. With its "open-door" policy, SCC strives to meet the needs of students with varying backgrounds, resources, interests, abilities, and career goals. More than 30 occupational and liberal arts curriculum programs are offered by the college, which serves an annual full-time equivalent enrollment of approximately 2,000 students in curriculum and continuing education programs. SCC emphasizes quality in designing and delivering instructional, support, and community services. The college commits itself to providing students with opportunities to reach their potential.

SCC is undergoing major changes as it prepares for the future. It has adopted a new vision: To be recognized as the premier rural community college in North Carolina; and a new mission statement: To continuously promote educational attainment, economic development, and cultural enrichment in Columbus County and surrounding areas. To achieve its mission and move towards its vision, SCC is focused on its performance in student success, workforce development, enrollment, employee performance, facilities, resource acquisition & use and community services.

The SCC college campus is located on Hwy. 74-76 between Whiteville and Chadbourn in southeastern North Carolina. SCC is an hour's drive from historic Wilmington and South Carolina's Grand Strand beaches. Serving Columbus County and surrounding areas, the college enjoys exceptional local financial and moral support from a community which expresses great pride in the institution.

Purpose and Function of the Position

The Vice President of Academic Affairs is responsible to the President for the development, organization, administration, and supervision of the Colleges' curriculum programs. The principal responsibility is to facilitate the creation and maintenance of an environment that promotes excellence in teaching and learning for all faculty across all program and teaching modalities. Working cooperatively across the College, the Vice President of Academic Affairs performs the following functions:

- Works closely with the President to establish and achieve the goals and objectives in the strategic plan established under the direction of the SCC Board of Trustees.
- Engages and motivates faculty to continuously improve their teaching to promote a culture of excellence in teaching and learning.
- Develops and promotes plans for the professional and personal growth of faculty and staff.
- Leads and evaluates faculty and academic and administrative staff to ensure they are meeting their position responsibilities to include quality instruction (for faculty), committee / work group assignments, administrative, service and other requirements, and contributing to the accomplishment of college and area objectives.
- Supervises and coordinates the activities of all curriculum programs to ensure that the Academic Affairs area meets the goals and objectives of the College, supports excellence in teaching and learning, and partners internally and externally to promote student success.
- Develops, implements and continually monitors and evaluates the structure and budget for Academic Affairs within the College's strategic plan and the area's plan for continuous improvement.
- Coordinates faculty recruitment and evaluation, recommends personnel for employment and contract renewal or non-renewal in consultation with the appropriate supervisor.
- Coordinates the instructional program with the needs of business, industry, and citizens in the service area of the college.
- Leads the College's partnerships with area public and private schools and institutions of higher learning regarding facilities, academic programs, cooperative projects, articulation agreements and other matters of mutual concern.
- Serves as the liaison between the college and the North Carolina Community College System office for instructional programs.

- Recommends instructional policy and procedure changes to the president to support excellence in teaching and learning and the efficient and effective operations of the college.
- Administers the effective and efficient operation of the curriculum area to include the administration of curriculum program documents, required calendars and schedules, student enrollment reports, faculty contracts and workloads, and other required curriculum information.
- Oversees the College accreditation and licensure processes for required programs and serves as SACSCOC Liaison to ensure that accreditation standards for curriculum programs and faculty meet the requirements of SACSCOC.
- Ensure programs comply applicable with state, regional, or national standards and identifies and maintains appropriate program accreditations.
- Collaborates with other college leaders to develop and implement plans for the effective and efficient operation of the College.
- Represents Academic Affairs on the College Leadership Team.
- Performs other tasks as assigned by the President.

Skills and Abilities

- Direct curricula and supervise instruction similar to that found at Southeastern Community College.
- Supervise and evaluate faculty and academic and administrative staff.
- Be a champion for change to positively impact excellence in teaching and learning and student success.
- Interpret and apply College policies, procedures, rules and regulations.
- Analyze problems, identify alternative solutions, evaluate consequences of proposed actions and implement recommendations in support of goals.
- Manage budgets to support college and area goals.
- Maintain collaborative work relationships with the College faculty and academic and administrative staff, members of the College Leadership Team, students, and members of the community.

Minimum Requirements for the Position

- Master's degree from a regionally accredited university.
- Successful teaching at the undergraduate level at other post-secondary institutions
- Minimum of five (5) years of increasing responsibility of academic programs in a college or university setting.

Preferred Requirements for the Position

- Doctorate degree from a regionally accredited university.
- Successful teaching at a community college.

Excellent references from previous employers must be furnished upon request. Position is targeted to be filled no later than October 1, 2017. Candidates who applied earlier may re-apply by contacting the Human Resources office.

Primary residence must be in Columbus County within six months of employment.

A completed Southeastern Community College application (located on the SCC website), a resume, letter of interest addressing the requirements and educational transcripts (unofficial copies of transcripts will be sufficient for the screening process, but official copies must be submitted prior to employment) must be submitted to the college Human Resources Office in order for applicants to be considered for this position. Initial review of applications will begin on August 31, 2017 and will continue until the position is filled.

Applicants should send all documents and inquiries to the Human Resources Office, Southeastern Community College, P.O. Box 151, Whiteville, NC 28472. Telephone (910) 642-7141, extension 310. www.sccnc.edu.