

- Position:** **Dean of Student and Administrative Services**
- Description:** Under the leadership of the President, supervise and coordinate the day-to-day operations of the student services functions and administrative functions of the college.
- Qualifications:** The following are the minimum qualifications for this position:
- Master's degree from a regionally accredited institution; earned doctoral degree preferred.
 - Eight years of progressively responsible higher education experience; two-year college experience preferred.
 - Thorough understanding of counseling services, academic advising, and career planning.
 - Knowledge of ADA services and federal compliance requirements.
 - Knowledge of admissions and financial aid policies and procedures, including legal responsibilities and institutional policies.
 - Demonstrated leadership ability which reflects strong planning, organizing, staffing, budgeting, and managing skills.
 - Demonstrated knowledge and applications of policies and procedures governing a community college, particularly in the two-year college system in Alabama.
 - Demonstrated knowledge and application of the regional accreditation process which includes an in-depth understanding and application of measuring institutional effectiveness.
 - Grant development and management experience preferred.
 - Experience with community college articulation and transfer issues preferred.
 - Effective oral and written communication skills; proficient in the English language.
 - Ability to represent the College with external groups.
 - Proficient use of the Microsoft Office suite. Should be comfortable using a web browser (Internet Explorer and/or Netscape Navigator).
- Duties & Responsibilities:** The duties and responsibilities of this position include the following:
1. Provide a vision for excellence in student and administrative services.
 2. Contribute to the development of long-term objectives for the institution in facilities, programs, and services.
 3. Provide fiscal leadership for student and administrative services.
 4. Supervise and coordinate day-to-day operations of the student services functions and administrative functions of the College.
 5. Lead professional development and training of staff.
 6. Supervise enrollment services including admission, registration, and recruitment.
 7. Provide supervision for financial aid program.
 8. Provide oversight for college auxiliary programs.
 9. Maintain and implement the system for the performance evaluations of personnel in areas of responsibility.

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10. Oversee college athletic programs.
11. Provide supervision for federal grants.
12. Provide oversight for campus student activities.
13. Other duties as assigned.

Salary: Salary level will be determined by educational attainment and years of applicable experience according to the State Board of Education Salary Schedule B with salary range from \$69,270 to \$89,794.

Anticipated Begin Date: January 5, 2004, or as negotiated.

Application Procedure: To be considered for an interview, the applicant must **submit all of the following:**

- Letter of Application
- Current Resume
- Copies of transcripts from all colleges from which degrees have been granted
- One-page Statement of Philosophy regarding the mission of the community college
- Three (3) Letters of Reference
- Verification of Employment Letters on original college/organizational letterhead indicating position title(s) and dates (month/year) of full-time employment during the past ten (10) years
- A completed CVCC Employment Application form

To secure an employment application go to www.cv.edu. Send complete application packet to the Recruitment and Selection Committee, c/o Office of the President, Chattahoochee Valley Community College, 2602 College Drive, Phenix City, Alabama 36869. **Incomplete application packets will eliminate the possibility of an interview.** Official transcripts must be received by the College prior to a contract being extended to the successful candidate.

Application Deadline: Application materials must be postmarked by **November 21, 2003**, to ensure full consideration; however, the position will remain open until filled.

Interview Process: The Recruitment and Selection Committee will screen all applicants for the position and may interview selected, fully qualified applicants by telephone. The Committee will then select applicants for in-person interviews which may consist of the following activities: question/answer session, teaching demonstration, written assignment, and a computer skills test. Upon completion of the in-person interviews, the Committee will recommend three finalists for the position in alphabetical order to the President. The President will interview each finalist and make the final employment decision.

Additional Information: The College reserves the right to fill the position within one year of the stated anticipated starting date or not to fill the position due to budgetary or operational considerations.

The College will not incur the cost of applicants' interview expenses.

Applicants desiring reasonable accommodations for the interview are encouraged to request such accommodations when contacted for an interview appointment.

Applicants scheduled for an interview may receive or review the Essential Functions for the position at the time of the personal interview. Any applicant, however, may request a copy of the Essential Functions for the position prior to the interview appointment.

All male applicants between the ages of 18-26 must provide proof of Selective Service Registration.

It is the official policy of Chattahoochee Valley Community College that no person shall on the grounds of race, color, disability, gender, religion, creed, national origin or age be excluded from participation in or be denied the benefits of, or be subjected to discrimination under any program, activity or employment opportunity. Chattahoochee Valley Community College is an Equal Opportunity Employer and complies with the Americans with Disabilities Act. As required by the Shuford/Johnson Consent Decrees, Chattahoochee Valley Community College is seeking applications in particular from black persons and women, including black women.