

## **East Arkansas Community College - Vice President for Academic Affairs**

East Arkansas Community College is seeking nominations and applicants for the position of Vice President for Academic Affairs (VPAA).

### **WHO WE ARE**

East Arkansas Community College is an independent comprehensive community college primarily serving six counties in Eastern Arkansas. The College's main campus is located in Forrest City on Interstate 40, within easy driving distance of Little Rock and Jonesboro, Arkansas, and Memphis, Tennessee, providing residents with the comforts of small-town life combined with easy access to the amenities of larger metropolitan areas. EACC is governed by a nine-member Board of Trustees; day-to-day operations are the responsibility of the President and her administration.

The College embraces change and opportunity and was praised in its 2019 HLC reaffirmation of accreditation as having an "unparalleled commitment to student success." We seek employees who embrace this commitment as well as our "stronger together" campus culture.

The challenges faced by EACC are typical of community colleges in Arkansas, and include serving underrepresented, under resourced, and underprepared students. Everything we do is done in service of these learners and the causes and issues that are important to them.

EACC provides job skills and training to the future taxpayers of this state, and as a result, the College is very conscious of how we utilize fiscal resources. Our finances are strong due to our conservative spending practices and our ability to attract and manage funding sources.

If you want to make a difference, guide change, inspire people, and navigate challenges to achieve a greater good, EACC is the place for you.

### **POSITION DESCRIPTION**

Under direction of the President, the Vice President for Academic Affairs (VPAA) supervises and coordinates all instructional programs, including transfer, vocational, allied health, and technical programs. The VPAA provides oversight of division deans and supervises Adult Education, Concurrent Credit, and Secondary Career Center programs, the Library, and off campus instruction. The VPAA is the Chief Academic Officer and is responsible for all aspects of academic programming, curricula, assessment, and accreditation, and is charged with ensuring academic excellence.

The Vice President for Academic Affairs reports directly to the President and serves on the President's Executive Cabinet. The VPAA is responsible for providing campus-wide executive leadership, with a focus on diversity, equity, and inclusion. The VPAA works with the President, administrators, faculty, staff, and other college divisions to ensure delivery of high-quality,

multi-modal instruction and services to meet the needs of students, business and industry, and the community. The VPAA is expected to be active in the service area community and to represent the College in the community and state.

The Vice President for Academic Affairs is responsible for:

1. Being a strong advocate and recruiter for East Arkansas Community College in the service area and statewide.
2. Understanding Arkansas performance funding, and how to make decisions in the academic division that increases the College's annual productivity index.
3. Staying abreast of state and national higher education trends and using that information to devise innovative programming, practices, policies, and procedures that help recruit and retain students.
4. Understanding the division's role in the overall budget, and how to strategically utilize fiscal resources and cultivate revenue streams such as grants and other outside funding sources.
5. Being a leader in creating and maintaining a division and campus culture that is collaborative and meaningful to College employees.
6. Recruiting and recommending faculty and staff to the President and overseeing evaluation of same.
7. Verifying faculty credentials in keeping with HLC, ADHE, and industry requirements or recommendations.
8. Overseeing the coordination of class schedules to facilitate student enrollment and degree completion with the assistance of faculty and deans.
9. Leading curriculum planning, evaluation, assessment, and revision.
10. Assisting the academic deans, the Dean of Student Services, faculty, and the Director of Advising in developing placement guidelines and ensuring those guidelines and course pre-requisites are communicated with and adhered to by College staff and faculty, and that they are consistent with current state and national trends.
11. Reviewing College policy and procedure to ensure that it is current, accurate, relevant, equitable, and inclusive.
12. Supervising assessment of student learning, which includes co-curricular assessment, with deans and faculty.
13. Planning and coordinating faculty professional development workshops.
14. Calling and conducting faculty and staff meetings.
15. Preparing the annual budget and reviewing and approving all expenditures for all academic divisions, with the goal of conservative management of fiscal resources.
16. Approving and recommending expenditures for travel and approving leave forms for assigned personnel.
17. Assisting in the planning for new facilities and equipment.
18. Preparing final exam schedules in consultation with the deans.

19. Reviewing the College Catalog annually and recommending any necessary edits, changes, or updates.
20. Overseeing the maintenance of a room utilization schedule.
21. Ensuring that advisory committees meet regularly to evaluate their respective programs.
22. Ensuring board policies are followed by personnel and students.
23. Reviewing plans for graduation and directing graduation exercises with the assistance of the division of Public Relations and Community Programs and the Institutional Planning Committee.
24. Initiating and participating in the selection process and awards ceremony for Outstanding Staff, Outstanding Faculty, Distinguished Teaching, Distinguished Alumni, and student awards, including the ACC Academic All-Star, with the assistance of the academic deans and the division of Public Relations and Community Programs.
25. Understanding current policies and procedures of the Arkansas Higher Education Coordinating Board and the Higher Learning Commission and attending AHECB meetings and HLC conferences.
26. Reviewing institutional data reported by ADHE and IPEDS and reporting any errors or inconsistencies.
27. Submitting reports as required to the Arkansas Department of Higher Education and the Higher Learning Commission.
28. Serving as a liaison between the college and local communities in matters relating to instruction and fostering educational partnerships within local communities, including K-12, colleges/universities, business and industry, community organizations, etc.
29. Representing the college at local, regional, and state meetings and conferences.
30. Performing other duties as assigned by the President.

## **QUALIFICATIONS**

- An earned master's degree from an accredited institution is required.
- Five years of progressive higher education administrative experience directly related to the position, preferably in a comprehensive community college setting, although comparable experience may be considered.
- A demonstrated commitment to the comprehensive community college concept.
- Knowledge of higher education policies, issues, initiatives, and assessment methods.
- Knowledge and experience in as many of the following areas as possible: program and curriculum development, assessment, distance learning, library/learning resources, instructional technology, general education, developmental education, adult education, concurrent enrollment, career and technical education, workforce education, regional and program accreditation, and personnel management, with an emphasis on faculty and staff development and relations;

- Teaching experience is considered a plus, especially within the community college setting.
- Experience in improving student outcomes, student engagement, retention, enrollment, and degree and certificate completion through assessment and data-informed decision-making.
- Demonstrated ability to plan strategically, to manage divisional and/or departmental finances, and to propose, develop, and implement projects and grants.
- An understanding of the diverse ethnic, cultural, socioeconomic and academic backgrounds of rural community college students.
- Demonstrated ability to motivate, advocate, and communicate effectively both within the institution and to external entities and constituents.
- Demonstrated commitment to responsiveness to others in a timely manner in all circumstances, and to the principles of customer service as they relate to students.
- Demonstrated ability to manage a diverse workforce and contribute to employee satisfaction.
- Demonstrated conflict resolution skills, especially as they apply to a diverse community of faculty, staff, and learners.
- Previous experience supervising Allied Health programs and successfully meeting third-party accreditation standards considered a plus.
- Note: Other relevant education and experience may be substituted if applicable to the role, scope, and functions of the position.

## **WHAT WE OFFER**

A generous benefits package with 100% health and dental insurance paid for employee. Family coverage and vision insurance offered for an additional premium. Paid life insurance and long term disability insurance, tuition waivers for employees and their families, a healthcare spending account, catastrophic leave bank, and paid maternity or parental leave. EACC offers a choice of 3 retirement plans: VALIC (employee contribution 6%; EACC contribution 14%); Arkansas Public Employees Retirement (employee contribution 5%; EACC contribution 15.32%); TIAA CREF (employee contribution 6%; EACC contribution 14%). New hires who have at least 5 years in the Arkansas Teacher Retirement System may continue with this current plan (employee contribution 6.75%; EACC contribution 14.75%).

Paid holiday leave 11-13 days annually; 8 hours sick leave per month; and a sliding scale of vacation (annual leave) ranging from 8 hours per month to 15 hours per month depending on state service.

The opportunity to contribute to a fun, student-centric organization and to engage in meaningful work in service of others alongside other good people.

For more information on benefit plans, please visit [www.eacc.edu/employment](http://www.eacc.edu/employment).

## **EXPECTED SALARY RANGE**

Salary will be highly dependent upon experience and qualifications. Although the salary range is expected to be between \$88,000 - \$107,000, those currently serving as a VPAA/CAO for a similar institution who are experienced and well-qualified may achieve a higher salary offer. A candidate who is new to the CAO/VP role will fall on the entry level end of the salary range.

Those desiring to make a confidential inquiry about the position may contact Dr. Cathie Cline, President, East Arkansas Community College, [ccline@eacc.edu](mailto:ccline@eacc.edu).

All interested candidates are encouraged to apply. EACC strives to attract a large and diverse pool of applicants.

References and current employer will not be contacted without prior notice to the applicant.

*Candidates who wish to apply should submit an EACC application, cover letter, resume' or curriculum vitae, and transcript(s) to the EACC Office of Human Resources, 1700 Newcastle Road, Forrest City AR 72335. The application may be found at [www.eacc.edu/employment](http://www.eacc.edu/employment) and documentation may also be submitted via email to [humanresources@eacc.edu](mailto:humanresources@eacc.edu) . Review of applications will begin immediately and continue until the position is filled.*

*EACC is an AA/EO employer.*

## **START DATE**

Start date is negotiable, but preferred start date is no later than August 15, 2022.

## **WORK HOURS**

During the regular academic year (fall semester and spring semester), EACC offers full-time staff four work schedule options: 8:00-4:30 Monday through Friday; 7:30-5:00 Monday through Thursday and 8:00-12:00 noon on Friday; 8:00-5:30 Monday through Thursday and 8:00-12:00 noon on Friday; or 8:30-6:00 Monday through Thursday and 8:00-12:00 noon on Friday. Some evenings and weekends are required during peak registration times and for special events.