

Salina Area Technical College
2562 Centennial Rd.
Salina, KS 67401

Title: Vice President of Instruction (Chief Academic Officer)

Required Qualifications:

- Master's Degree in education, administration or related field
- Three years of successful teaching experience at a regionally accredited technical or community college
- Three years of administrative experience at a regionally accredited technical or community college
- Excellent communication and conflict management skills

Preferred Qualifications:

- Experience with grant writing and understanding of state and federal grant programs
- Experience in developing curriculum, developing and assessing student learning
- Experience in working with advisory councils and business and industry representatives
- Experience in curriculum planning and instructional strategies
- Experience with Carl Perkins, Performance Agreements, state and federal grants
- Demonstrated abilities in time management, attention to detail, forward thinking and able to work with a diverse group of instructional providers
- Work experience in environments where resources are scarce. This position does not have an administrative assistant
- Sense of humor

Immediate Supervisor: President

Job Description: This senior position serves as the Chief Academic Officer (CAO) for the college and reports to the President. The Vice President of Instruction is responsible for all academic programs and instructional processes (program quality, growth, faculty evaluation, Perkins grant, state performance agreements, etc.) Employees are seeking someone who enjoys working within a team environment and will demonstrate the values of the college through interaction with students and staff.

Responsibilities:

1. Develop new instructional programs to meet community and regional needs
2. Supervise and evaluate instructional and classified personnel
3. Provide leadership in making certain faculty members are well trained and have adequate faculty development strategies
4. Submit detailed reports for federal and state requirements in a timely manner.
5. Work with business and industry representatives to develop short term programs and courses
6. Oversee policy development for curriculum and instruction
7. Supervise Continuing Education
8. Complete all required KBOR forms including Carl Perkins allocation and financial reports, grant follow up, Performance Agreements and other required documentation
9. Participate in various campus committees including but not limited to: Academic Affairs Committee, Assessment Committee, and the Professional Development Plan Committee

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10. Oversee all accreditation processes for individual programs
11. Provide leadership and support for assessment of student learning
12. Develop new instructional delivery strategies including online and hybrid courses.
13. Participate and provide leadership in state aligned curriculum process (requires travel)
14. Responsible for all classroom instructional equipment and technology
15. Perform other duties as assigned
16. Write grants and oversee grant activities
17. Evaluation of program viability and oversight of program review process
18. Work closely with student services to maximize recruiting and retention of students

Physical Requirements/Environmental Conditions:

1. Occasional physical exertion to manually lift, carry, push, pull or move objects or materials
Involves sitting most of the time and standing for brief periods of time
2. Occasional stooping, bending, and reaching
3. Requires extended work hours and flexible schedule to meet customer demands
4. Use of standard office equipment including Laptop, LCD projector, video equipment
5. Travel in-state and out-of-state is required to attend meetings and conferences
6. Exposure to loud noises, fumes, welding arc – those generally found in industrial work settings relative to instructional programs

Type of Contract: Administrative/Exempt

Length of Contract: 12 months

Applications Due: Review begins 2.20.2012

Position Start: Negotiable; prefer May/June

Salary/Benefits: Negotiable, commensurate with experience and education. Participation in college flexible benefit program which includes partially paid single and family health and dental coverage, 403(b) investment plan, reimbursement accounts, Kansas retirement system (KPERs), paid sick leave.

Application Process: Please submit a letter of application, college transcripts, resume and five references (a minimum of two faculty, one supervisor, and one student) to:

VP of Administrative Services
Salina Area Technical College
2562 Centennial Road
Salina, KS 77401

Timeline: Review of applications will begin immediately upon receipt

Additional Requirements: Successful applicants will be required to pass a drug screening and background check

This job description may be changed at any time and does not constitute a contract or agreement.

Salina Area Technical College welcomes the application of any qualified candidate and does not discriminate on the basis of race, color, age, sex, creed, marital status, ethnic origin, disability or veteran status. We are an affirmative action/equal opportunity employer. We comply with Title IX of the Educational Amendments of 1972. We comply with the rehabilitation act of 1973, the Vietnam Era Veteran's Readjustment Assistant Act of 1974, and the Americans with Disabilities Act.

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