

Vice President, Instruction
Centralia College

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Posted Sep. 27, 2018, set to expire Jan. 26, 2019

Job Title	Vice President, Instruction
Department	Instruction
Institution	Centralia College Centralia, Washington
Date Posted	Sep. 27, 2018
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Vice-(President/Provost/Chancellor)
Academic Field(s)	Administration - Undergraduate Education Administration - Other
Job Website	https://centralia.peopleadmin.com/
Apply Online Here	https://centralia.peopleadmin.com/
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Job Description	

JOB DESCRIPTION

Centralia College invites nominations and applications to fill the position of Vice President for Instruction. As the oldest continuously operating community college in the state of Washington (founded in 1925), Centralia College has a long tradition of academic excellence and community engagement. The successful candidate will be poised to continue this tradition, and to innovate in ways that will significantly increase student success. It is anticipated that the Vice President of Instruction will begin duties in early spring 2019.

The Vice President of Instruction is the Chief Academic Officer of the college and is responsible for providing overall vision, leadership, management, and planning for the instructional functions of the

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college. The VP of Instruction reports to the college president and is a member of the Executive Management Team.

JOB DUTIES

Areas of responsibility include academic transfer, professional technical and baccalaureate, and pre-college programs; continuing and community education offerings; a variety of student support functions, including the library, eLearning, tutoring, Worker Retraining and WorkFirst; preparation and oversight of instructional budgets in excess of \$11 million; general oversight of academic scheduling; faculty selection, evaluation, and tenure processes; development and implementation of academic planning tools. The VP of Instruction works closely with other divisions of the college in order to carry out the mission of the college and to assure that students can successfully define and carry out their educational goals.

The following areas report to the Vice President of Instruction:

- * Arts & Sciences
- * Bachelor of Applied Science programs
- * Business programs
- * Centralia College East
- * Continuing and Community Education
- * Corrections Education program
- * eLearning
- * Industrial & Technical programs
- * Healthcare programs
- * Library
- * Teacher Education & Family Development

The Vice President of Instruction must be engaged in the local community, participate in workforce development efforts, connect with K-12 leaders to form effective partnerships, and represent the college's mission across the service district. In addition, the Vice President represents Centralia College within Washington's community and technical college system in a variety of ways, and serves as the college's liaison to the Northwest Commission on Colleges and Universities.

REQUIRED QUALIFICATIONS

- * Demonstrated passion for the mission and role of the community college
- * A master's degree from an accredited college or university
- * Significant teaching experience (three or more years); community college experience is desirable

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- * A proven record of increasingly responsible administrative and/or leadership experience, including successful supervisory experience
- * Experience in budget management and planning
- * Experience in promoting student success and completion; experience in identifying barriers to student success and working to eliminate them
- * Experience that demonstrates the ability to promote diversity and enhance equity
- * Ability to communicate effectively in a variety of contexts; strong listening skills
- * Ability to think analytically, use data to diagnose problems; strong problem-solver

PREFERRED QUALIFICATIONS

- * Doctoral degree from an accredited college or university
- * A collaborative leader who works well with a wide variety of constituencies in order to promote student success
- * A strong advocate for faculty
- * A progressive leader with the ability to nurture innovation in instruction
- * Awareness of own cultural values and biases
- * Experience with regional accreditation, as well as program accreditation
- * Experience with a wide range of instructional programs: early childhood education, academic transfer, workforce education, adult basic education, corrections education programs, contract training, continuing education, etc.
- * Experience with dual-credit programs (such as Running Start, College in the High School, Advanced Placement, International Baccalaureate, or others)
- * Experience working in a union environment; prefer direct experience with collective bargaining
- * An interest in community involvement, service, or advocacy
- * Experience with grants and contracts; entrepreneurial projects
- * Bilingual, especially Spanish and English

EEO/AA Policy

Centralia College has a strong institutional commitment to the principles of diversity in all areas. In that spirit, we strongly urge all qualified applicants, especially people of color, persons of disability, women, and disabled and Vietnam era veterans, to apply. Centralia College is an Equal Opportunity employer.

It is the policy of Centralia College to assure equal employment opportunity and non-discrimination on the basis of race or ethnicity, creed, color, national origin, sex, marital status, sexual orientation, age (over 40), religion, the presence of any sensory, mental, or physical disability, or status as a disabled



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or Vietnam-era veteran.

Centralia College does not discriminate in admission or access to, or treatment or employment in, its programs or activities. Designated Title II, VI, VII, IX, Section 504, ADA compliance officer: Vice President for Human Resources and Legal Affairs, Hanson Hall Room 101, Centralia College, 600 Centralia College Blvd, Centralia WA 98531-4099, (360)623-8943.

The Human Resources Office is accessible for persons with disabilities. Those who need disability accommodation in the application/employment process, please call (360)623-8943.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Please see the job description for contact details pertaining to this university job announcement.