ANNOUNCEMENT OF POSITION VACANCY
VICE PRESIDENT OF COMMUNITY COLLEGE AFFAIRS

SUMMARY: Reporting to the President of Colorado Mesa University, this Vice President is the Chief Operating Officer for Western Colorado Community College (WCCC), the two-year division of Colorado Mesa University, is responsible to the President for the development, implementation and management of the full range of community college functions of Colorado Mesa University.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Acts as a primary advisor to the President on issues related to Colorado Mesa University’s community college role and mission and works closely with the President, Vice President for Academic Affairs, Vice President for Finance and Administration, and the Vice President of Student Services to effectively achieve the goals of the university.

Provides leadership for the Community College by helping in the development and implementation of strategic and operational planning related to career and technical education (CTE) that responds to regional workforce needs and builds on pathways of K-12 CTE programs and effective developmental education coursework that meets the needs of all CMU and WCCC students.

Provides leadership to the Director of Student Services in the recruitment, admission, retention, and supervision of all WCCC students; the Manager of Budgets and Facilities to effectively and efficiently allocate and manage WCCC’s financial resources and facilities; the Director of Instruction in ensuring on-going WCCC faculty and program assessments and curriculum development; the Director of Community Education in the administration and delivery of non-credit outreach programming and the Public Safety Department Director – Community College in the delivery of the Public Safety Department programs offered through WCCC.

Serves as the Representative of WCCC, as appropriate, to:
- the Colorado Community College System and the Colorado Commission on Higher Education/Department of Higher Education, the Colorado Department of Education and the state Boards of Cooperative Services organization; and
- regional employers, economic development and workforce agencies, business advisory committees, and community organizations to promote the community college and its programs.

Serves as the Executive Director of the Grand Valley Board of Cooperative Educational Services (BOCES) and is the primary contact for partnerships with area vocational schools and Mesa County Valley School District 51, including the BOCES Technical High School operations.

Manages resources and supervises faculty and staff related to the above areas in support of the goals of the College’s Board of Trustees and within the guidelines established by accrediting agencies for technical programs;

Directly supervises or interfaces with the following positions and entities:

Director of Student Services, WCCC
Director of Community Education
Director of Instruction, WCCC
Business/Facilities Manager, WCCC
EDUCATION and/or EXPERIENCE
This position requires a master’s degree from a regionally-accredited institution of higher education; a doctorate is preferred. A minimum of five years of administrative experience at the chair or director level or its equivalent in a community college setting is required. Must have the ability to effectively present information to individuals, groups, management, and/or boards of directors. Proficiency in use of Windows operating systems and experience with software applications including Excel and Word required; knowledge of Banner Student Information Systems at foundational level preferred.

Colorado Mesa University is particularly interested in candidates who have experience working with students from diverse backgrounds and who have a demonstrated commitment to improving the levels of access and success for underrepresented students within higher education.

TYPE OF APPOINTMENT: Full-time administrative appointment.

SALARY: Commensurate with education and experience. Excellent health and retirement benefits package.

APPLICATION DEADLINE: Open until filled. To ensure consideration, complete applications must be received by May 20, 2016.

APPLICATION:
Submit a cover letter describing qualifications and experience as they relate to the specific requirements, responsibilities, and preferences of this position, current resume, a copy of transcripts for all degrees completed (official transcripts will be required upon hire), the names, phone numbers and e-mail addresses of three professional references, and the following completed forms:

- Applicant Authorization to permit Search Committee members to review candidate transcript
- Applicant Authorization and Release to Conduct Reference and Background Check form
- Voluntary Affirmative Action form

Mail to:
Vice President of Community College Affairs Search Committee
Human Resources, LHH 237
Colorado Mesa University
1100 North Avenue
Grand Junction, Colorado 81501-3122
Phone: 970 248-1820

Alternatively, electronic applications are accepted at CMUJobs@coloradomesa.edu. If using this method of application, please put the search name in the subject line to ensure that your materials are forwarded to the appropriate search file. Electronic application materials must be submitted as a .pdf or Word document (no size limit). Electronic materials submitted in any other format will not be accepted. Please do not copy and paste application materials into the body of your email; send materials as attachments.

Colorado Mesa University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include reference checks, a criminal history record check, and when appropriate, a financial and/or motor vehicle history. Applicant must be able to verify U.S. employment eligibility. Colorado Mesa University is an Equal Opportunity Employer, committed to a culturally diverse faculty, staff and student body. Women and minorities are encouraged to apply.