



HIGHLAND COMMUNITY COLLEGE

2998 West Pearl City Road • Freeport, IL 61032 • 815.599.3612 • www.highland.edu

POSITION ANNOUNCEMENT

Highland Community College in northwest Illinois invites applications and nominations for the position of **Vice President of Academic Services**

Highland Community College's next Vice President of Academic Services will:

Be a proven academic leader

Share a passion for the community college philosophy and mission

Be a visionary yet analytical thinker

Engage in inspirational leadership

Be an effective communicator

Be adept at developing strong collaborative teams

The Position

The Vice President of Academic Services is the chief academic officer of the College. This vice president serves as a vital member of the senior management team that reports to and serves as chief advisors to the College President. The Vice President of Academic Services will:

- Lead College's Higher Learning Commission (HLC) accreditation process and utilize the Academic Quality Improvement Program (AQIP) model to enhance quality.
- Provide input, coordination and leadership as required for institutional planning and effectiveness, as a member of the College Leadership Team.
- Actively and fully engage in all academic functions and events.
- Lead and coordinate quality partnerships with other institutions and grant funding entities.
- Develop and lead achievement of academic institutional strategic priorities.
- Investigate and initiate viable new academic programs.
- Lead, coordinate and support a quality program that defines, collects, and evaluates the measures used to assess the effectiveness of academic programs.
- Develop, coordinate and administer budgets related to academic programs, assisted by subordinate administrators.
- Interpret the philosophy, policies, and procedures of the college to academic and academic program support personnel.
- Coordinate preparation of annual reports on academic services required by State and Federal agencies.
- Provide supervision for all academic deans or associate deans, director of library services, director of adult education, coordinator of instructional technology, and director of the Upward Bound program.



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Key Requirements

- A master's degree in education, administration, or a related field from an accredited institution required. Earned doctoral degree from an accredited institution or significant progress and identified completion date for the doctorate preferred.
- Three to five years of increasingly responsible administrative experience leading to in-depth understanding of academic programs in a college level academic administration position required. Teaching experience desired.
- Proven leadership and supervisory skills and experience as well as the ability to develop and sustain strong collaborative work teams, achieve consensus, formulate and execute strategic and operational plans, and establish strong working relationships with internal and external constituencies.
- Effective communication and interpersonal skills.
- Ability to develop a learning-focused environment that promotes academic innovation and student success through faculty excellence.
- A commitment to building a diverse campus community.
- Proven experience in successfully participating in the negotiation and management of a faculty collective bargaining agreement.
- Understanding of and dedication to the Academic Quality Improvement Program (AQIP) accreditation model.
- Ability to interact collegially with all internal and external constituencies of the College.
- Knowledge of the Illinois Community College System preferred.

Academic areas of study at the College include, but are not limited to the following:

Accounting	Early Childhood Education	Information Technology	Theatre
Agriculture	Emergency Medical Services (EMS)	Health Care	Nursing
Art and Graphic Design	Engineering	Information Systems	Paraprofessional Education
Automotive	English	Liberal Arts and Professional Education	Physical Education
Biology	Foreign Languages	Mathematics	Physics
Business and Administrative Technology	Geology	Medical Assistant	Psychology
Chemistry	History and Political Science	Medical Sciences	Sociology
Computer Science	Humanities/Social Sciences	Music	Web Design
Cosmetology	Industrial Manufacturing	Speech	Wind Turbine Technician



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Compensation Package

A competitive compensation package is offered that includes excellent fringe benefits. You may access a snapshot of our benefit package on our Web site: www.highland.edu/employment/benefits.asp

Application Process

Applicants should submit a 3-5 page letter addressing qualifications for the position, resume, including names and phone numbers of five professional references, a copy of both undergraduate and graduate transcripts, and three current letters of recommendation to:

**Associate VP of Human Resources
Highland Community College
2998 West Pearl City Road
Freeport, IL 61032
(815) 599-3402
rose.ferguson@highland.edu**

Initial screening of complete application packets will begin October 1, 2010 and continue until the position is filled. Highland desires to fill the position by the end of the calendar year for the start of the spring semester.

For more information about the College, visit Highland's Web site: www.highland.edu

You may also access our Employment Opportunities page: www.highland.edu/employment/index.asp



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The College

Highland Community College is a two-year community college just outside of Freeport, IL in the heart of northwest Illinois. Freeport is 100 miles west of Chicago, near the Wisconsin and Iowa borders. The College was established in 1962 as Freeport Junior College becoming Highland Community College in 1966.

Highland Community College serves Stephenson, Ogle, Jo Daviess, and Carroll counties, and had a spring 2010 FTE enrollment of 1978 with an FY10 unduplicated head count of 5358.

The Campus

The campus grounds include natural prairie, woodland, a pond, outdoor study areas, four softball diamonds, a baseball diamond, physical education fields and a multi-purpose athletic field. The campus has been designated as a regional arboretum by the Illinois Department of Conservation.

The College's permanent facilities consist of nine buildings: the Liberal Arts Center, the Science Center (which includes a new state-of-the-art Nursing wing), the Technology Center, the Fine Arts Center, the Sports Center, the Community Services Center, the Student/Conference Center, the Wind Turbine Technician Training Center, and the Child Care/Training Center. The College also maintains a full service extension center (HCC West) in the western part of the College district.

Mission:

Highland Community College is committed to shaping the future of our communities by providing quality education and learning opportunities through programs and services that encourage the personal and professional growth of the people of northwestern Illinois.

Vision:

Highland Community College partners with learners in successfully shaping their futures.

Core Values:

Integrity
Compassion
Respect