

POSITION ANNOUNCEMENT



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| **POSITION TITLE:** | **Vice President for Academic Affairs** |
| **POSITION DESCRIPTION:** Under minimal supervision of the President, the Vice President for Academic Affairs will be responsible for administering and evaluating institutional services, to include supervision and leadership, related to Academic Affairs. The Vice President will lead a diverse team that is responsible for achieving the College’s Academic Affairs goals, objectives, and mission.  **MAJOR DUTIES:**   * Plans and organizes the division’s work to meet the goals of the College. * Advises the President on all matters relating to Academic Affairs. * Reviews and makes recommendations on appointments, salary increases, promotions, or dismissal of faculty and staff within Academic Affairs. * Manages and oversees financial/budget operation of the division. * Fosters collaborations with other divisions/departments, programs, and key campus units to enhance the quality of education inside and outside of the classroom. * Establishes a plan that supports the recruitment and retention of highly qualified faculty, staff, and students, and ensures that state-of-the-art facilities, equipment, and technology are procured. * Keeps current on local and regional workforce trends and needs. * Monitors program enrollment, recommends the implementation or discontinuance of academic programs, and approves new curricula and revisions. * Develops and evaluates division personnel and processes to ensure continuous improvement and compliance. * Evaluates the quality of academic programs to meet state standards and industry needs by utilizing student learning outcomes, placement and graduation rates, licensure results, and other appropriate metrics. * Provides leadership for programmatic and institutional accreditation. * Participates in strategic and college planning. * Develops and implements a plan to ensure staffing, space, and supplies are adequate to achieve desired outcomes. * Promotes, develops, and maintains articulation agreements. * Oversees and evaluates library services and facilities to continually improve quality. * Creates and maintains a high-performance environment characterized by positive leadership and a strong team orientation for the division. | |
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| **MINIMUM QUALIFICATIONS:**  A Master’s degree from an accredited college or university and three (3) years of work-related experience. | |
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| **PREFERRED QUALIFICATIONS:**  Earned doctorate in higher education or a related field from an accredited college or university. | |
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| **SALARY/BENEFITS:**  Commensurate with qualifications. Benefits include paid state holidays, annual and sick leave, retirement options, and State of Georgia Flexible Benefits package. | |
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| **APPLICATION DEADLINE:**  Open until filled. | |
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| **TO APPLY:** Please submit an online application using the OTC online job center website. All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application for faculty positions. Official transcripts are required upon employment. For more information, please contact the Director for Human Resources at 912.871.1801 or [employment@ogeecheetech.edu](mailto:employment@ogeecheetech.edu).  *Ogeechee Technical College does not discriminate on the basis of race, color, creed or religion, national or ethnic origin, sex (including pregnancy, sexual orientation, and gender identity), disability, age, political affiliation or belief, genetic information, veteran or military status, marital status, or citizenship status (except in those special circumstances permitted or mandated by law). The following individuals have been designated to handle inquiries regarding the non-discrimination policies: For Title IX: Christy Rikard, Office: 198C, Phone: 912.486.7607,* [*crikard@ogeecheetech.edu*](mailto:crikard@ogeecheetech.edu)*. For ADA/Section 504: Sabrina Burns, Office: 711, Phone: 912.486.7211,* [*sburns@ogeecheetech.edu*](mailto:sburns@ogeecheetech.edu)*.* | |