



LOUISIANA DELTA COMMUNITY COLLEGE
invites applications for the position of:

Vice Chancellor for Academic Affairs

SALARY:

Depends on
Qualifications

OPENING DATE:

02/15/18

JOB SUMMARY:

Louisiana Delta Community College (LDCC) seeks an experienced professional to serve as the Vice Chancellor for Academic Affairs. The Vice Chancellor for Academic Affairs is a key member of the executive leadership team and serves as the chief academic officer for the college. This position performs duties necessary to formulate and implement budget, staffing, policies and procedures, long range planning, and faculty development initiatives. The position provides leadership for a comprehensive student outcomes assessment program, a vigorous program review process, online learning, schedule and curriculum development, industry-relevant career/technical education advancement, required state and federal reporting, and serves as the College's accreditation liaison. Participates in national, regional, state, and local agencies and organizations in the area of academic services. Position available April 1, 2018. Open until filled. First review of applications March 15, 2018.

Louisiana Delta Community College (LDCC), located in beautiful northeast Louisiana, consists of a main campus and seven additional community campuses. With a service area of approximately 2,100 square miles, LDCC is positioning itself to meet the growing needs of students and employers. The Vice Chancellor of Academic Affairs is housed on the main campus in Monroe. Monroe and West Monroe, often referred to as the Twin Cities of northeast Louisiana, are situated along the banks of the Ouachita River and have a combined population of about 70,000. Major employers in the service area include Angus Chemical, Chase Mortgage, Century Link, Graphic Packaging, Gardner Denver Thomas, Lamb Weston, Drax Biomass, Foster Farms, Glenwood Regional Medical Center, and St. Francis Medical Center. The College has major efforts related to the information technology, advanced manufacturing, and healthcare sectors and is aggressive in meeting the workforce needs of a strong and growing regional economy.

LDCC offers college transfer programs, career and technical education, health science programs, adult education, and customized business and industry training. LDCC has an operating budget of approximately 32 million dollars and serves almost 11,000 credit and non-credit students annually.

EXAMPLES OF DUTIES:

• Provides instructional leadership in collaboration with the Chancellor, faculty, administrators, and staff;

• Manages data collection and analysis for effective planning of instructional programs and facilities;

• Provides leadership in educational master planning, program review, student learning outcomes and assessments, and overall instructional effectiveness;

• Works collaboratively with administrative team and faculty to identify emerging opportunities relative to new programs, innovative teaching strategies, technology-driven curriculum, distance learning, professional development, and continuous improvement of existing programs and services to increase student opportunities;

• Collaborates with Student Services leading to the integration of instruction and student services into a seamless coordinated effort to serve students;

• Serves as the college's accreditation liaison; LDCC is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC);

• Works closely with businesses and employers to ensure that occupational programs meet the current and future workforce needs of the community;

• Responsible for collaborating with institutions of higher education and K-12 to enhance services for students;

• Maintains professional visibility on campus, in the community, and in state and national organizations;

• Encourages and initiates resource development in support of institutional goals and college-wide initiatives in collaboration with administration and faculty;

• Ensures that the evaluation of instructional faculty, administrators, and staff are conducted on a regular and systematic basis in accordance with College policies and procedures;

• Provides leadership relative to recruitment and selection procedures and recommendations of new faculty, the continuing contract process, faculty development and evaluation;

• Prepares annual reports and updates;

• Makes recommendations to the Chancellor for the total instructional budget;

• Generally responsible for preparation and distribution of the college catalog, faculty manual, schedule of courses, and other related documents;

• Generally responsible for implementing state and federal requirements related to instruction;

• Prepares reports on items of concern to the institution in the area of instruction;

• Responsible for ensuring that all employees work within the duties and responsibilities described in class specifications and for following all policies, rules, regulations, contract agreements, and procedures of the state and the district;

• Represents the college and provides leadership at meetings regarding instruction and curriculum;

• Fosters instructional and institutional effectiveness by undertaking other duties as necessary or as delegated by the Chancellor;

• Other duties as assigned.

MINIMUM QUALIFICATIONS:

Required: Master's degree in a related area, doctorate preferred. Progressively responsible administrative experience in a post-secondary educational setting. Experience in administration of academic and/or technical training programming is essential, as is classroom experience as a faculty member.

The successful candidate should possess a strong record of leadership in fiscal and organizational management. The ability to understand, analyze, and utilize pertinent data for strategic decision-making is essential, as is the ability to utilize technology at an executive level. The College values its faculty, staff, administrators and clientele and seeks an academic leader with commitment to participatory governance, consensus building, and a team approach to management. Effective communication skills that foster a collegial, collaborative working environment are essential. The

successful candidate will have a demonstrated ability to establish and maintain effective working relationships with faculty, staff, students, and administrators, and to encourage trust and mutual respect. Knowledge of and commitment to community and economic development is beneficial given the College's significance in workforce development and community building.

Successful experience in the use of emerging technologies to facilitate learning is critical. Online learning and distance learning technologies are important tools in the College's present efforts and will continue to play an essential role in its future.

Preferred: Prior experience with integrated data bases; particularly Banner.

SUPPLEMENTAL INFORMATION:

In addition to completing an online application, a cover letter, resume and transcripts must be attached online for full consideration. References not due at this time.

Louisiana Delta Community College (LDCC) is an equal-opportunity, Title IX institution and pledges to recruit, select and promote diversity by providing equality of opportunity in higher education for all persons, including faculty and employees with respect to hiring, continuation, promotion, and applicants for admission, enrolled students and graduates without discrimination or segregation.

The College is interested in candidates who have the communication skills and cross-cultural abilities to maximize their effectiveness with diverse groups of colleagues, students, faculty, and community members. All employment decisions are made on a non-discriminatory basis. LDCC prohibits discrimination and harassment based on sex, race, color, age, national origin, religion, disability, genetic information, marital status, sexual orientation, gender identity and gender expression, citizenship, pregnancy or maternity, protected veteran status, work-related injury or any other status protected by applicable national, federal, state or local law. This nondiscrimination policy covers admissions, employment, and access to and treatment in College programs, services, and activities. A pre-employment background screen is required for all employees and the College participates in the Federally-mandated E-Verify program.

The Director of Human Resources, located on the Monroe campus, telephone 318-345-9187, coordinates the college's compliance with titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1973, the Americans with Disabilities Act and amendments, and the Age Discrimination in Employment Act.