



Human Resources Office
201 Community College Drive
Baton Rouge, LA 70806

225-216-8268
222.mybrcc.edu

Vice Chancellor for Academic & Student Services

This position is located at the Mid-City campus. This position reports to the Chancellor of Baton Rouge Community College.

Qualifications:

- Doctorate degree from regionally-accredited university.
- Minimum of eight (8) years executive leadership experience at a college or university.
- Proven experience with SACSCOC accreditation and reaffirmation.
- Demonstrated leadership exemplified by the successful implementation of student success initiatives derived from campus innovations and national initiatives.
- Demonstrated experience in working with academic deans and faculty members on all aspects of program improvement, governance, and professional development.
- Demonstrated levels of excellence in forming relationships and partnerships.
- Record of securing grants and external resources for programs and services.
- Record of commitment to the community college mission and goals related to student access, equity and success.

Preferred Qualifications:

- Demonstrated experience in a multi-campus/site environment with campuses that are located in both urban and suburban communities.
- Demonstrated experience as a faculty member with a record of scholarship and promotion in rank.

Knowledge, Skills and Abilities:

- Possess excellent written, verbal and interpersonal skills
- Work accurately with great attention to detail
- Ability to cultivate and maintain strategic alliances with other businesses, educational institutions, and the community
- Excellent customer service skills and proved ability to develop and sustain relationships

Work Environment:

- Generally works in an office and campus environment.
- Hours of work per day may exceed eight (8) hours.
- Most travel is of a local nature with occasional travel out of state.

Compensation:

Commensurate with education and work experience.



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Application Instructions:

Applicants for this position should submit 1.) A cover letter, 2.) Resume, 3.) Transcripts, and 4.) The names and contact information of three work-related references **no later than September 15, 2017** to:

Baton Rouge Community College
Office of Human Resources
Mary V. Gloston – Interim Chief HR Officer
201 Community College Dr.
Baton Rouge, LA 70806
Email: hrbrcc@mybrcc.edu

Job Concepts:

Brief Description:

Baton Rouge Community College is looking for an innovative, student-centered leader to serve as Vice Chancellor for Academic and Student Affairs (VCASA). This position serves as the chief academic and student affairs officer for the college, providing vision and innovative leadership needed to advance the college's academic programs while creating a positive learning environment for student engagement. This key leadership position will be responsible for working with deans and department heads to expand all academic credit programs, student affairs, and various services throughout the college to enhance and improve innovative learning strategies that support student retention and success.

Reporting directly to the Chancellor, the position serves as a member of the Executive Team, contributing to the development of new programs, budget and strategic planning, and articulation and advancement of the long-range vision for academic and student affairs at the college. The VCASA oversees all accreditation reporting requirements and works collaboratively with other key members of the Executive Team in developing and sustaining relationships with educational, business and community partners.

Characteristics of the Successful Candidate:

- Knowledge of best practices in student affairs, including trends in higher education related to diversity, equity and inclusion.
- Knowledge of best practices as it relates to academic affairs especially as it relates to curriculum development, programmatic accreditation and innovative learning techniques.
- Experience in working at a comprehensive, multi-campus institution.
- Competence in collecting and analyzing pertinent data to inform continuous improvement.
- Demonstrated commitment to inclusion and diversity as it relates to students, faculty and staff.



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Examples of Work:

Job Responsibilities:

Accountable for improving student outcomes through college-wide benchmarks that are supported by every division of the college.

Provides college-wide leadership in the areas of Student Engagement, Student Learning, College Pathways, Faculty Development and technology applications for teaching.

Provides vision and leadership and works effectively with the Chancellor to further the interest, mission and goals of the college.

Initiates and directs enrollment operations and ensures consistency in the development and implementation of enrollment services and the enrollment experiences at all sites.

Ensures the Academic and Student Affairs Departments are fully aligned with the larger mission, vision, values and goals of the institution and the Louisiana Community and Technical College System.

Ensures that Academic and Student Affairs fully engages the faculty and staff in ongoing, integrated, and institution-wide, research-based planning and evaluation of educational programs.

Assists the Chancellor in planning, organizing, and directing the operation, staff, and budgeting needs of the college in support of the following goals: increasing the number of students who earn college credit credentials, increasing the rate of transfer to bachelor's degree programs following community college graduation, and drastically improving outcomes for students requiring remediation.

Promotes a learning-centered educational environment, placing educational excellence and student success at the forefront in institutional planning and policy development.

Provides vision, leadership, and implementation toward a seamless enrollment process for new, current, traditional, non-traditional and special interest students.

Oversees efforts in identifying and implementing creative recruitment strategies designed to meet student enrollment goals.

Prepares and manages Academic and Student Affairs budgets consistent with strategic goals and institutional outcomes and works closely with deans and department heads to monitor expenditures and ensure adherence to budget.



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Provides leadership to the development of class schedules, course catalog and other key academic reports and documents that meet the goals and priorities of the college.

Maintains accreditation requirements for the college and for certain academic programs; create reports needed for external agencies.

Provides input and guidance to decision makers including Chancellor, Executive Team colleagues, System Office, LCTCS Board of Supervisors, and Board of Regents.

Establishes clear standards, goals, and outcomes for the Academic and Student Affairs Division with corresponding assessment and improvement plans.

Provides expert leadership to the college community in developing innovative student programs and initiating national best practices.

Engages partners in area schools and communities to promote student development programs that close the gap on student participation and success.

Leads long-term strategic divisional planning in access, learning, and success that aligns with the college's strategic plan.

Performs other duties and responsibilities as assigned by the Chancellor