



[Hartnell Website Posting]

Vice President of Academic Affairs/Accreditation

Duties and Responsibilities of the Position

The Hartnell Community College District is accepting applications for a full-time Vice President of Academic Affairs/Accreditation to provide leadership and vision in the planning, direction, administration and evaluation of most of the college's general education and transfer disciplines. The successful candidate will be expected to support accreditation, curriculum reviews, new curriculum approval processes, institutional improvement processes, and evaluation functions. Duties include: responsible for academic planning, enrollment management and improvement/advancement of teaching and learning in the college; promote the development of innovative instructional and support programs to meet the educational needs of the diverse student population; work collaboratively with all segments of the Hartnell community and the community at large; coordinate the hiring and evaluation of faculty, staff and administrators of instructional programs and services; responsible for advancing the college's diversity goals; develop and monitor instructional budgets using a shared governance model; encourage the development and use of a broad range of teaching and learning strategies and new technologies related to the access and delivery of programs and services; responsible for collaboration, consensus building, conflict resolution, and problem solving; maintain effective and positive relationships with faculty and staff. This position is based on the college's main campus in Salinas, CA with frequent visits made to nearby Alisal campus (Salinas, CA) and King City campus (King City, CA) Position holder will also make approximately 10-15 trips per year to attend meetings and conferences, with each trip lasting less than one week, all trips within domestic U.S.

Minimum Qualifications

- Doctoral degree, or foreign equivalent, in Educational Administration or a closely related discipline and one (1) year of experience in the Job Offered or one (1) year of experience in college/university academic affairs **OR**
- Master's degree, or foreign equivalent, in Educational Administration or a closely related discipline and four (4) years of experience in the Job Offered or four (4) years of experience in college/university academic affairs.

Special Skills

Prior experience must include the following:

- One (1) year of administrative experience
- Experience with the accreditation and/or continuous improvement process.
- Experience developing, planning, implementing and evaluating instructional programs and services.
- Experience hiring, supporting, developing and evaluating faculty and staff; teaching experience (corporate training, community college or higher educational institution).

****This experience may be gained concurrently or through academic coursework****
**** Any suitable combination of education, training or experience is acceptable****

Hiring Salary

- \$127,356 to \$141,759/year

Application Procedure

Please submit cover letter and resume to:

Hartnell Community College District
Human Resources and Equal Employment Opportunity
411 Central Avenue Salinas, California 93901
(831) 755-6706
Fax: (831) 755-6937
Email: work@hartnell.edu

Persons with disabilities who require reasonable accommodation to complete the employment process must notify the Office of Human Resources and Equal Employment Opportunity no later than the closing date of the announcement.

The successful applicant must be eligible for employment authorization in the U.S.