

**COLORADO NORTHWESTERN COMMUNITY COLLEGE
POSITION DESCRIPTION**

POSITION TITLE: Vice President of Student Affairs & the Craig Campus

DEPARTMENT: Student Affairs/Craig Campus

REPORTS TO: President

**SUPERVISES: Direct reports: Director of Campus Life, Director of Financial Aid,
Registrar/Director of Enrollment Services.**

GENERAL SUMMARY

Serves as one of three Vice Presidents with college-wide, cabinet level responsibilities. The duties are split between managing Student Affairs and the Craig Campus.

Student Affairs

This position is responsible for all aspects of Student Affairs including but not limited to advising, recruiting, retention, registration, student life, and student housing. The Vice President serves as the senior executive officer responsible for providing leadership and general management for student affairs and student life.

Craig Campus

In collaboration with the President and Cabinet, this position provides overall campus leadership, direction, and evaluation of the Craig Campus. The Vice President is responsible for day to day management and/or supervision for the CNCC Craig Campus. They will be the representative to civic, business, educational and governmental constituents within the Moffat County area for the entire college.

PRIMARY DUTIES

Student Affairs

1. Participates in and coordinates student academic advising and learning support activities with other staff within the Student Affairs Division and Instruction Division.
2. Works collaboratively within the college and with the System Office on student life, recruitment, retention, advising, and other student services.
3. Works as the Chief Administrative Officer on matters concerning students and student life.
4. Provides overall strategic leadership for the College in all student affairs functions, with guidance from the CNCC President.
5. Assures compliance with federal, state and CCCS rules and regulations.
6. Attend and actively participate in system wide Student Affairs officers meetings.
7. Oversees all aspects of student affairs and student life including advising, financial aid, recruiting, housing, and student activities.
8. Serve as the Title IX Coordinator.

Craig Campus

1. Provides overall strategic leadership for the campus in conjunction with and guidance from the President and Cabinet.
2. Directly supervises and manages the administration of the Craig Campus.
3. Indirectly supervises staff and faculty where appropriate, in coordination with the, Vice President of Instruction, Vice President of Business Services, Academic Deans, and the President.
4. Insures that programs and services are current and fiscally sound and that they enhance community and economic development.
5. Directs and coordinates day-to-day fiscal matters for the campus in conjunction with appropriate Cabinet members.
6. In conjunction with other CNCC staff, develop new instructional opportunities and identify emerging community needs in the Craig area.
7. Makes the day to day decisions for the Craig campus.

Overall Leadership

1. Serves as a member of the President's Cabinet.
2. Facilitates and fosters open communication and positive working relationships with all college departments.
3. Provides primary leadership, direction, and support for CNCC on a day-to-day basis under the guidance of the President with special emphasis on the Craig Campus and for Student Affairs.
4. Participate in the hiring, supervision, and evaluation of full time staff as appropriate.
5. Perform other duties as assigned by the President.

ESSENTIAL QUALIFICATIONS

This job requires any equivalent combination of knowledge, skills, abilities, education, and/or experience as indicated below:

Education, Training, and Experience

Minimum or Required

Master's Degree.

A minimum of three years' experience in student affairs, teaching, or other areas in higher education.

Supervisory experience.

Title IX experience

Preferred:

Three years' experience in Student Affairs Administrations

Housing experience.

Other Qualifications:

- Excellent written and verbal skills. Must be able to communicate effectively with faculty and staff members
- Evaluate systems that reward innovation, team accomplishment and measurable outcomes
- Provide succession planning processes for college leadership
- Microsoft software knowledge including Word and Excel

ABOUT THE COLLEGE

Colorado Northwestern Community College is located on the Western Slope of Colorado. With campuses in Rangely and Craig, CNCC offers an exceptional experience to employees with outdoor activities, wildlife, and small rural communities. The college has some unique programs including Aviation Technology (flight), Aviation Maintenance, and National Park Service training. We also offer great opportunities for our students in Nursing, Dental Hygiene, Emergency Medical Services and Automotive and Diesel Technology. The college provides AA, AS, AAS, and certificate programs so students have excellent choices in their degree plans. This is a great opportunity to find a position at a small rural college that offers the great outdoors and a close knit environment.

The target date for applications is: Friday, February 15, 2019

To Apply: Please email your 1) Cover Letter; 2) Resume; and 3) 2 – 3 references to human.resources@cncc.edu (in either a Word doc or a PDF).

CONTACT

For confidential inquiries, nominations or additional information please contact:

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