

Big Sandy Community & Technical College seeks a dynamic leader to serve as Provost and Chief Academic Officer. The Provost is responsible for the leadership and strategic direction of all academic programs, student services and workforce & economic development efforts.

The Provost/CAO will lead the College as it progresses toward achieving the academic, student, and workforce & economic development goals and targets articulated in the College's Strategic Plan. These goals are designed to promote educational excellence throughout the curriculum and across all four campuses of the College. The Provost will lead initiatives to further the institution's focus on an outcomes-based curriculum, promote teaching excellence at all levels and academic programs, recruit a diverse faculty and staff, pursue the integration and development of new programs, plan and direct services provided to students, and manage effective program budgeting in alignment with strategic planning. Student Services, Academic Services, and the Workforce & Economic Development departments will report to the Provost.

Big Sandy Community & Technical College is a part of the Kentucky Community and Technical College System, and is one of sixteen two-year colleges in the KCTCS system. Situated in the mountains of Eastern Kentucky, Big Sandy Community and Technical College (BSCTC) offers more than 25 academic and technical programs on four campuses (Prestonsburg, Pikeville, Paintsville and Hager Hill) conveniently located throughout our service area. With an enrollment of over 4,700 students, BSCTC is an affordable choice when it comes to higher education.

BSCTC plays an integral role in the economic development of the region, preparing students through two year degrees and certificate programs for in demand jobs with our region's employers in fields such as criminal justice, electrical technology, human services, dental hygiene, nursing, and business. Accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), our goal is to prepare students for successful transfer to Kentucky four-year colleges or for immediate entry into fulfilling careers.

Duties:

Reporting to the President of BSCTC, the Provost/CAO has the overall responsibility for Academic Services, Student Services, and Workforce & Economic Development. The ideal candidate is an innovative, visionary leader capable of supporting institutional culture, demonstrating integrity, and empowering positive institutional and economic change. The Provost will collaborate with faculty, staff, students, members of the President's Cabinet and external stakeholders to provide leadership, policy direction, and management. In the absence of the President, the Provost will be the designated administrator in charge of the College. The following are specific expectations of the Provost:

1. Serves as the Chief Academic Officer and ensures compliance with standards and practices as set forth by SACSCOC.
2. Participates as a member of the President's Cabinet.
3. Oversees annual planning for the Academic, Student Services, and Workforce & Economic Development Departments. Guides the departments in meeting goals pertinent to the College's strategic plan.

4. Creates an inclusive environment and ensures a diverse and representative population of faculty, staff, and students through recruitment, enrollment, and retention of populations who represent a wide range of age, ethnicity, national origin, and ability.
5. Maintains regular communication and working relationships with other areas of the College, keeping them informed of current activities and working with them to achieve institutional priorities and foster positive working relationships with all College departments.
6. Oversees the systematic and routine assessment of all Academic Services, Student Services and Workforce & Economic Development programs and services to measure and plan continuous improvement.
7. Represents the College to civic, business, educational, and governmental constituents within the service area, regionally and state-wide. Engages the key issues affecting the College and influences public policy as advanced by the Kentucky State Legislature and other state and national entities related to higher education.
8. Aggressively cultivates external relationships and sets the standard for community collaboration and formation of business, educational, cultural and governmental partnerships. Collaborates with internal and external stakeholders to develop and prioritize initiatives, identify alternative funding sources such as grants, and assess outcomes.
9. Provides leadership and direction for meeting workforce training needs and outreach activities resulting in measurable growth and regional economic advancement. Assists the Workforce & Economic Development Department in developing non-credit to credit opportunities and developing new programs.
10. Provides collaborative support for Student Services to facilitate integration of all functions of the College to better serve students, to target potential student markets, to address student financial barriers, and to help ensure student success within all aspects of the College.
11. Develops and articulates the long-term vision of the College's academic programming in support of the College's mission and core values. Reviews program offerings annually to ensure that academic programs support the needs of the community and industry and meet the requirements of programmatic accrediting and licensing agencies.
12. Ensures that instructional programs are current, effective, viable and fiscally sound, and respond to community and regional needs. Recommends and implements new instructional programs and services; reviews existing programs and services for currency, need, and viability.
13. Provides leadership in the incorporation of instructional technologies to improve student learning. Ensures current technology is implemented and utilized in such a way that services to students are robust and supports the learning environment.
14. Creates a culture of collaboration and data-driven decisions, which meets the requirements of the performance based funding model.

15. In conjunction with Human Resources, oversees the recruitment, selection, retention, supervision, and evaluation of full time faculty, adjunct faculty and division staff. Supports professional development programming for faculty and staff in the Divisions of oversight.
16. Collaborates with appropriate department heads to develop, maintain, and monitor budgets.
17. Hears student grievances and oversees academic appeals as outlined in College policies.
18. Performs other duties as assigned by President.

Qualifications:

The next Provost/CAO will have an earned doctorate, successful experience as an academic administrator, significant teaching experience, appropriate scholarly accomplishments, and a comprehensive knowledge of and appreciation for liberal arts, pre-professional, career and technical degree programs, and workforce and economic development. The next Provost/CAO will also possess collaborative style in working with all campus and external constituencies, and adherence to the highest ethical standards are expected.

Minimum Qualifications:

- Doctorate degree from an accredited institution of higher education.
- Three years of higher education administrative experience with five years demonstrated successful experience in progressively responsible teaching, educational leadership, and administrative roles.
- Experience creating or directing programs and systems to enhance completion and student success.
- Experience demonstrating a commitment to diversity, equity, inclusion and accessibility in higher education.
- Experience in the development and leading of workforce development (including curriculum development to meet industry needs).
- Experience in community and economic development.
- Experience in student services operations.
- Familiarity with academic budgeting principles and practices and demonstrated experience in planning, developing and monitoring budget, policies, and procedures.
- Successful experience in pursuing or successfully maintaining program accreditation.
- Extensive experience with curricular development and enhancement.
- Proven track record of outcome based initiatives.

Preferred Qualifications:

- Administrative experience at the college dean level (or higher) or equivalent industry experience.
- Experience leading and managing faculty and staff through significant change.
- Demonstrated ability to unify and bring areas together to focus on common goals such as student completion.
- Experience that demonstrates a commitment to the success of students traditionally underrepresented or marginalized in higher education.
- Demonstrated success administering the academic, student, workforce, and economic development services of a comprehensive degree granting two or four-year institution of higher education.
- Work experience demonstrating an understanding of innovative approaches to learning and student support.
- Prior administrative responsibility under a performance-based funding model.
- Demonstrated ability to utilize technology to access data, maintain records, generate reports, and communicate with others.
- Experience creating and supporting partnerships with business, industry and K-12 systems.

The Kentucky Community and Technical College System is an equal educational and employment opportunity institution and does not discriminate on the basis of; race, religion, color, sex, national origin, age, disability, family medical history, or genetic information. Further, we vigilantly prevent discrimination based on sexual orientation, parental status, marital status, political affiliation, military service, or any other non-merit based factor.

The target date for applications is: March 14, 2019.

Please visit careers.kctcs.edu and submit an application, attaching a cover letter, CV, and three professional references.

For confidential inquiries, nominations or additional information please contact:

Julie Golder, J.D.

Vice President of Search Services

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