Title: Provost / Vice President of Academic Affairs

Department: Learning / Academic Affairs

Community College of Denver is seeking individuals with demonstrated commitment to creating an inclusive learning and work environment. CCD values the ability to work effectively with students, families, faculty, instructors and staff of diverse backgrounds.

GENERAL SUMMARY
The Provost/Chief Academic Officer (Provost) is the Chief Academic Officer and senior executive on the leadership team reporting to the President. The Provost has broad responsibilities for strategic planning, enrollment management, developing and supporting personnel, and leadership of the college’s education programs, policies (internally, at the system level, and at the state level) and services in alignment with the labor market needs of our community and in support of student access and success. The Provost ensures the academic integrity of the college, champions faculty/instructors and students, and supports innovations in programs and methods of delivery that respond in a timely manner to a rapidly changing environment. The Provost consults with members of the president’s cabinet to address internal and external matters that affect the attainment of the college’s goals and works collaboratively to ensure that the college meets its goals. The Provost is an effective communicator – both in story-telling and crisis communications, has political sensibility and relations, boundless compassion for those that we serve, and an entrepreneurial spirit. The Provost monitors trends in student populations, best practices, and the labor market, and leads change to respond to such. The Provost has a high-degree of digital literacy and dexterity, collects and analyzes data to inform decision making, and implements best practices to yield positive outcomes for our students, employees, and community. The Provost leads the consistent review of the health of programs, ensures that the curricular offerings and scheduling are responsive to our marketplace and financially efficient, and promotes the efficient completion of a credential/degree for students that yields job placement in an upward economically mobile industry. The Provost leads a large percentage of the college’s personnel and budget. The Provost interacts regularly with the Chief Academic Officers of other higher education institutions and school districts to develop and monitor a successful transfer environment, and credit for prior learning. The Provost collaborates across higher education institutions and school districts to promote strategic programming and the hiring and development of personnel across the Colorado public, charter and private education landscape.
PRIMARY DUTIES
Formulates and implements policies and processes, in alignment with all applicable accrediting agencies and the mission of the college, concerning academics, enrollment management, and student support services in cooperation with, but not limited to, the academic leadership team, leadership of the Enrollment Administration and Student Success (EASS) division, Academic Standards Committee, Student Learning Committee, and President’s Cabinet.

Collaborates with area institutions, transfer institutions, public school districts, and other community organizations to promote academic partnerships, programming, curriculum, and processes that maximize student enrollment and success, and maintain alignment with community needs during a rapidly changing labor market.

Provides leadership for the management of the academic portfolio through regular and targeted program health assessments, action planning for continuous improvement, and the monitoring thereof.

Provides leadership throughout the academic areas for institutional effectiveness and the measurement and response to lead indicators of outcome goals.

Provides leadership and support across the academic departments for the recruitment, hiring and development of high-quality employees that enrich the CCD culture and mission.

Leads the development of the academic budget and collaborates with the President’s Cabinet to make holistic decisions about the budget that support the goals of the college. Monitors budget expenditures across the academic departments and makes mid-year adjustments as conditions warrant.

Ensures that the college offers an inclusive environment that celebrates and promotes understanding and respect in a diverse student body, staff, and community.

Serves as the primary contact and leader for the Colorado Community College System, the Colorado Department of Higher Education, federal, and other agencies in matters pertaining to academics.

Sets the vision and direction for professional development programming for faculty and staff in academic affairs, and evaluates the effectiveness of the professional development programs.

Completes special assignments as appropriate.
MINIMUM QUALIFICATIONS:
Any equivalent combination of education, experience, knowledge, skills, and abilities.

Education:
Master’s degree from an accredited institution.

Experience:
• Five (5) years of increasingly responsible, broad-based experience in academics and academic leadership.
• Experience in developing academic vision and creating effective planning and implementation processes linked to the institution’s mission.
• Demonstrated ability to effectively manage a complex academic organization.
• Demonstrated commitment to advancing Diversity, Equity, Inclusion, Belongingness, and Empowerment initiatives.
• Demonstrated experience in the improvement of student success key performance indicators for all subgroups of students; including substantive progress in the closure of equity gaps.
• Track record of executing a collegial, consultative processes in a shared-governance environment that yields timely decision making.
• Experience with the operational and financial management of a complex academic institution including strategic planning, policy development, budgeting, and personnel administration.
• Experience in developing and implementing post-secondary education with diverse populations.
• Evidence of a commitment to collaboration and transparency.
• Evidence of effective collaboration with external stakeholders.
• Experience in the implementation of pathways and coordinated care networks to support student success
• Experience in the development of processes and programming, in collaboration with school districts, charter schools, and private secondary schools, that increases the numbers of students of color and economically disadvantaged students enrolling in and completing credentials via concurrent/dual enrollment programs.

Knowledge/Skills/Abilities:
• Flexibility – open to change and ability to rapidly adapt to new information, changing conditions, or unexpected obstacles.
• Interpersonal skills – ability to treat others with courtesy, sensitivity, and respect. Considers and responds appropriately to the needs and feelings of different people in different situations.
• Integrity/Honesty – behaves in an honest, fair, and ethical manner. Shows consistency in words and actions. Models high standards of ethics.
• Demonstrates resilience, conflict management skills, and team building.
• Excellent oral and written communication skills.
• Demonstrates continual learning.
• Ability to influence and negotiate with partners and stakeholders.
• Knowledge of current higher education trends and the philosophy and mission of community colleges.
• Knowledge of curriculum design and its application to sound academic management.
• Ability to think strategically and prioritize effectively.
• Ability to generate, analyze, and synthesize information and use it to solve problems.
• Ability to make difficult decisions in a timely, thoughtful, evidence-based manner.
• Ability to develop and administer academic budgets, and establish and monitor fiscal resources.
• Knowledge of strategies to support and advance shared governance and a collegial environment.
• Ability to manage personnel, including supervising faculty and staff.
• Ability to work successfully with faculty, staff, students, and community groups of diverse academic, socioeconomic, cultural, and ethnic backgrounds.
• Ability to examine and re-engineer operations and procedures, formulate policy, and develop and implement new strategies and procedures.
• Ability and interest in energetically and enthusiastically facilitating learning and teaching.

PREFERRED QUALIFICATIONS:

Education:
Doctorate from a regionally accredited institution.

Experience:
A seasoned and highly collaborative and innovative academic leader with more than five (5) years of experience in higher education.

Licensure/Certification:
N/A

Equipment Used:
Basic office equipment.

OPEN DATE: November 16, 2022
CLOSING DATE: Continuous
SALARY: $150,000.00 - $165,000.00 Annually

Our campus is located in downtown Denver, adjacent to two light rail stations, and just minutes away from shopping, restaurants, and event venues. When you visit our campus,
it will be immediately evident that our faculty, staff, and instructors are passionate about serving our diverse student population. At CCD our passion is to help others, and we offer career pathways that will make a difference in the lives of our students.

If you are interested in sharing our passion for student success, CCD offers generous medical, dental, vision, life, and retirement options. We also offer the opportunity to expand your education, and those of your dependents, through our tuition reimbursement program.

CCD is a Learning College where policies, programs and practices support learning as the major priority. The Community College of Denver is an Equal Employment Opportunity Educational Employer.

Background checks will be conducted on all finalists for employment consideration.

CCD recognizes that administration, faculty, instructors, and staff reflect the diversity of its students and community and prohibits employment and student discrimination based on race, color, religion, national origin, citizenship, gender, marital status, sexual orientation, age, disability, veteran status, or any other characteristic protected by federal, state, or local law.

For a complete review of the benefits we offer, please click on the following link: https://www.cccs.edu/employee-resources/employee-benefits/.

**SELECTION PROCESS**

Preliminary screening will be made on the basis of completed application packet submitted by candidate. Completed application packet includes: a letter of interest of no more than five pages, addressing in general the items under "Primary Duties" and specifically each item under “Minimum Qualifications”; an online application; resume; and transcripts. All candidates, including current Community College of Denver employees must submit a complete application packet which includes all material listed above.

Only completed application packets will move forward for screening. Please review the job duties and minimum requirements carefully. Meeting the minimum qualifications for a particular position does not assure the applicant an interview. Selected applicants will be invited by the screening committee for interviews. All application materials become the property of Community College of Denver and cannot be copied.
APPLICATION PROCEDURES:

Interested applicants must submit a complete application packet at https://www.schooljobs.com/careers/ccd which includes:

1. Electronic Application, Click ‘New Resume’ at the bottom of this page
2. Cover Letter
3. Resume
4. References - Names, phone numbers, addresses, & email addresses of three professional references
5. Copies of transcripts, unofficial preferred
6. Copies of appropriate credentials, if applicable

**All included attachments should be saved with the following nomenclature: Last name, First name Document; for example Doe, John Resume; Doe, Jane Transcripts

***Your resume should clearly indicate how you meet the minimum qualifications. Those applicants that do not meet the minimum qualifications will not be considered. Part-time experience is ½ the equivalent of full-time experience. Example: Four (4) years applicable part-time experience equals 2 years full-time equivalency.

For information regarding Community College of Denver Security, including crime statistics for the campus and surrounding area, please see the CCD Campus Security website under “student’s right to know”: CCD.edu/Safety. For a hard copy report please contact 303-352-3042.