



**QUINEBAUG VALLEY COMMUNITY COLLEGE
JOB OPPORTUNITY
DEAN OF ACADEMIC AND STUDENT AFFAIRS**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: Danielson and Willimantic Campuses
Hours: 40 hours per week
Salary: Commensurate with Education and Experience
Closing Date: February 1, 2020

Quinebaug Valley Community College offers more than 70 degree and certificate programs in a broad range of liberal arts, occupational and career studies at the main campus in Danielson, satellite location in Willimantic, and online. The Dean of Academic and Student Affairs position at Quinebaug Valley Community College will function as the Chief Academic Officer and the Chief Student Affairs Officer. This is an opportunity for an innovative leader to unite two separately organized units in a shared vision to offer signature academic and student programming that best educates, serves and supports all students. This position will encourage collaboration and communication amongst all faculty and staff, while promoting QVCC's college-wide climate. This position will work closely with senior administrators, faculty and staff on results-based initiatives consistent with the college's strategic priorities of fostering innovative approaches to educational technology, community partnerships, marketing, retention, and completion.

Knowledge, Skills and Abilities: Demonstrated leadership abilities in a higher education environment, including: strategic planning; design, assessment and evaluation of academic and student programs; and leading and directing faculty and staff. Candidates must possess advanced knowledge, skills and abilities in academic administration and student services administration, inclusive of managing academic and student conduct investigation and appeal processes. Seasoned educator with exceptional track record of collegiate level classroom and/or laboratory teaching effectiveness, to include strong information technology literacy skills. Ability to analyze operating budget plans; utilize research methodology to develop cost and benefit analyses; long term forecasts of academic and student support programs and career trends to effectively implement an academic and student services program that is responsive and efficient. Candidates must possess exceptional oral and written communication skills and be able to work with multiple constituencies in support of a culturally and ethnically diverse workplace. Demonstrated ability to develop community partnerships and collaborations to advance the organizational vision and mission of an organization.

General Experience: Master's degree in an appropriately related field together with six years of related experience, including 3 years of supervisory experience.

Special Experience: Preferred experience includes a doctoral degree in an academic discipline or one appropriate to the management of learning in higher education, educational leadership or a related field; teaching experience at the collegiate level; an understanding of student support services at the collegiate level; experience with accreditation processes for institutions of higher learning; experience in a community college setting; an understanding of the mission of the community college; and demonstrated involvement in support of diversity and/or experience working with students of varying backgrounds and abilities. Candidates must possess valid driver's license as in-state travel will be required.

Substitution Allowed: Applicants who do not meet the minimum qualifications as stated, or who possess a degree in a related field, are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references.

Working Conditions: Incumbents perform most of their work in offices or classrooms. There is minimal physical exertion required. Incumbents travel to meetings, conferences and to public sites for making presentations, involving travel by automobile. Incumbents are required to be licensed to operate a private passenger automobile. Reasonable accommodation may be made for candidates with physical limitations.

Application Instructions: Email letter of intent, resume, [Community College Employment-Application](#), transcripts (unofficial copies are acceptable at the application stage) and three letters of reference to:

Stephanie Wilcox, Human Resources Assistant
swilcox@qvcc.edu

For more information about Quinebaug Valley Community College and to read the full job description please visit our website at qvcc.edu.

**QUINEBAUG VALLEY COMMUNITY COLLEGE IS AN AFFIRMATIVE ACTION / EQUAL OPPORTUNITY
EMPLOYER; PROTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.**

Quinebaug Valley Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record in its programs or activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies: Dr. Rose R. Ellis, Section 504/ADA Coordinator, REllis@qvcc.edu, 860-932-4140; and Karla E. Desjardins, EEO Officer and Title IX Coordinator, kdesjardins1@qvcc.edu, 860-932-4106, Quinebaug Valley Community College, 742 Upper Maple Street, Danielson, CT 06239