



POSITION ANNOUNCEMENT

Vice President for Student Affairs

The Vice President for Student Affairs is the College's chief student services officer and reports directly to the President. The Vice President provides executive leadership for the student affairs division, including admissions, recruitment, registrar, student activities, financial aid, and also including provision of service to locations external to the main campus. Additionally, the Vice President is responsible for planning, developing, evaluating, and improving institutional programs and services appropriate to Student Affairs Division purposes and making recommendations to the President, including student recruitment, enrollment management, and retention strategies. The Vice President provides direct supervision for the Director for Financial Aid, Director for Enrollment Services, and Directors of the TRiO programs. The Vice President is responsible for the total student affairs budget of the College and for the recruitment, employment/retention, development, supervision, and evaluation of all staff employed to deliver comprehensive student affairs services for the College.

QUALIFICATIONS/PREFERENCES:

The successful candidate will possess the following:

- An earned doctorate from an accredited institution (preferred)
- Five or more years of administrative experience at the level of departmental director or higher to include direct supervisory responsibility
- Five or more years of student affairs or related experience at a community college
- Knowledge and experience in maximizing value of student affairs elements of an enterprise system
- Knowledge and experience in selecting, mining, and analyzing institutional effectiveness data
- Experience in strategic planning and budgeting
- Experience in planning, coordinating, assessing, and improving processes
- Broad understanding of regulatory and accreditation issues at the state and federal levels
- Competency in the application of visual telecommunications software
- Demonstrated participatory/collaborative leadership style
- Excellent written and oral communication skills
- Exceptional analytical and interpersonal skills
- A history of civic engagement and leadership

SALARY:

Compensation is determined by education and experience with a comprehensive fringe benefit package.

APPLICATION DEADLINE:

Review of applications will begin immediately and continue until the position is filled. Interviews may occur throughout the application period.

APPLICATION PROCEDURE:

To print an application, visit the college's website (www.anc.edu/jobs) and select Employment Opportunities under the ANC Jobs link in the upper right-hand corner.

To apply, send completed ANC application, cover letter, resume, and transcripts to:

Arkansas Northeastern College
Attn: Office of Human Resources
P.O. Box 1109
Blytheville, AR 72315-1109

or email to thampton@smail.anc.edu. For more information, call (870) 762-312.

DATE OF ANNOUNCEMENT: April 26, 2021

DATE OF APPOINTMENT: July 1, 2021

ANC is an affirmative action, equal opportunity employer.