



SHORELINE COMMUNITY COLLEGE
invites applications for the position of:

Admin/Exempt - Vice President for Student Learning

SALARY: Depends on Qualifications
DEPARTMENT: Office of Student Learning & Success
OPENING DATE: 11/16/18

JOB SUMMARY:

Date of First Consideration: January 7, 2019

Salary Range: Up to \$148,000 dependent on education/experience

Shoreline Community College is dedicated to equity and inclusive excellence in teaching and learning, student success, and community engagement. Shoreline serves the educational, workforce, and cultural needs of our diverse students and communities through the core themes of educational attainment and student success, program excellence, community engagement, access and diversity, and College stewardship. Shoreline Community College is a place of open inquiry and learning, with a campus that models ideals set out in our Community Standard*. We are committed to upholding a culture of free expression, as well as maintaining a supportive and respectful learning and working environment for all.

The Vice President for Student Learning (VP-SL) reports directly to the President and is the Chief Academic Officer for the College. The VP-SL will develop and coordinate the College's academic and enrollment management strategies, coordinating with the Vice President for Students, Equity & Success to assure an intentional environment in support of access, enrollment, retention, and completion within all educational programs at the College.

Responsibilities include:

- Provide dynamic and innovative leadership for the College's academic programs: transfer, professional-technical, transitional studies, online learning, institutional research, international education, and continuing education.
- Promote an environment that supports the College vision, mission, and deeply held values of respect, inclusion, and student engagement while advocating for students, faculty and the College.
- Work collaboratively with the President as a member of the Executive Team (ET) to effectively implement the College's strategic plan.
- Ensure high quality and efficient delivery of Student Learning services to meet the overall goals of the College and the expectations of students and the community.
- Contribute to diversification of the College through a demonstrated commitment to equity and inclusion reflected in all aspects of administration related to student learning.
- Serve as the Lead in the Joint Union/Management Committee (faculty collective bargaining implementation unit), assuring proper administration of bargaining agreements for the Office of Student Learning.
- Actively lead and support the College's efforts towards student success in access, enrollment, retention, and completion.

- Provide leadership and informal mentoring to Student Learning staff, faculty, and administrators.
- Communicate complex information clearly and concisely to multiple audiences, through a variety of media and diverse environments.
- Ensure that operational, policy, and planning decisions are data-informed and performance-based.
- Support and enhance the College's commitment to global and local diversity, social equity, and environmental sustainability.
- Provide collaborative leadership to the Office of Institutional Assessment and Data Management, ensuring the success of accreditation-related activities and reports.
- Lead as well as serve on committees and councils, working appropriately as a team player.
- Keep current with laws, regulations, and technology that may affect Office of Student Learning operations; direct the implementation of policy and procedural changes as required.
- Demonstrate the personal qualities of energy, intelligence, persuasion, approachability, openness, and innovation along with the core values of integrity, collegiality, and respect for others.
- Demonstrate global and domestic multicultural competence.
- In collaboration with the President, Executive Team, and Faculty Senate Council, lead academic policy development and program implementation and evaluation.
- Represent the Office of Student Learning within the College, at Board of Trustee meetings, in the community, and with professional organizations, state boards, commissions, and other agencies.
- Promote efficiency and creativity in the development and administration of area budgets.
- Perform other duties as assigned (of a similar nature or level).

QUALIFICATIONS:

EDUCATION & EXPERIENCE:

- Master's degree from an accredited college or university
- Experience as a faculty member in a higher education setting
- Three (3) years of progressive managerial and leadership responsibility in an academic setting

KNOWLEDGE OF:

- Leadership best practices, as well as effective supervision and management
- Effective budgeting principles and administering grants and contracts related to instruction
- Academic policy development and implementation, in alignment with legal guidelines
- Accreditation, including assessment of student learning outcomes and program review
- Barriers to educational success for under-represented and underserved students
- Collective bargaining and labor management in a college setting
- Applicable laws, rules, and regulations such as FERPA, ADA, Title IX, etc
- Microsoft Office applications (or similar) including Excel, Outlook, and Word programs
- Techniques for effective communication of complex data to diverse audiences

SKILL IN:

- Contributing to social equity and inclusion by fostering and helping to sustain a climate of global competency and multicultural understanding
- Supervising and evaluating staff, directly or through subordinates
- Establishing and maintaining effective working relationships at all organizational levels
- Directing departmental, divisional, and unit activities
- Critical analysis and problem solving
- Fostering an environment of continuous improvement through program assessment
- Time management and coordinating outcomes with multiple partners
- Clear and concise oral and written communication
- Actively listening to and incorporating feedback as well as effectively communicating decisions
- Recognizing and creating opportunities in response to emerging trends
- Interpreting applicable laws, regulations, and policies to implement best practices

- Handling sensitive situations using sound independent judgment within legal guidelines

CONDITIONS OF EMPLOYMENT:

PHYSICAL WORK ENVIRONMENT:

Ability to work in a standard office setting, use standard office equipment and physically attend meetings both on and off campus, ability to communicate in person or through appropriate means. Ability to work weekends and evenings when appropriate or needed is required.

TERMS OF EMPLOYMENT/SALARY:

This is a full-time administrative/exempt annually contracted position with initial salary placement determined by the College dependent upon education/experience. Hiring of this position is contingent upon available funding as determined by the College President.

OTHER CONDITIONS:

In compliance with the Immigration and Nationality Act, proof of authorization to work in the United States will be required at the time of hire. Other conditions that may apply will be detailed upon the offer of employment. This position is overtime exempt.

REQUIRED MATERIALS:

To be considered for this position, please submit the following:

- NEOGOV online application/profile
- Letter of interest addressing each qualification (5 pages or less)
- Current resume
- Supplemental Question
- Unofficial Transcripts documenting highest degree (official required upon hire)

Please Note: Once application materials have been submitted, you may not modify the application.

***Community Standard Statement**

"Injustice anywhere is a threat to justice everywhere. We are caught in an inescapable network of mutuality, tied in a single garment of destiny. Whatever affects one directly, affects all indirectly ..."

-- Rev. Dr. Martin Luther King, Jr.

Shoreline Community College is a place for students, employees, and the community to pursue excellence in education in an environment dedicated to equity, inclusiveness, and self-reflection. We value respectful, dynamic interactions and lively discussion. We strive to create an environment where everyone is supported and valued. Shoreline Community College does not tolerate hateful, violent, or discriminatory actions that target any person or group based on their beliefs, customs, identity, or affiliations. When one of us is diminished, all of us are diminished.

Shoreline is a comprehensive community college offering excellent academic, professional/technical and work force training programs to meet the lifelong learning needs of its global community. Located on 83 acres just 10 miles north of downtown Seattle, Shoreline is situated among native evergreens with a campus full of brilliant colors during spring, summer and fall seasons. The surrounding areas, known nationally for their recreational and cultural opportunities, add to the diversity of academic life for each student and employee at the College.

The College is committed to an environment which reflects our multicultural and global societies. Shoreline provides equal opportunity in education and employment and does not discriminate on the basis of race, sex, age, color, religion, national origin, marital status, gender, sexual orientation, veteran status or disability. Persons with disabilities needing assistance in the application process may call the Human Resources office at 206-546-4769 or TTY at 206-546-4520.

Shoreline Community College maintains a smoke-free/ drug-free work environment.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.shoreline.edu/hr/default.aspx>

16101 Greenwood Avenue North
Shoreline, WA 98133
206-546-4769

scchr@shoreline.edu

Position #00530
ADMIN/EXEMPT - VICE PRESIDENT FOR STUDENT LEARNING
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Admin/Exempt - Vice President for Student Learning Supplemental Questionnaire

- * 1. (In 500 words or less) Shoreline Community College is a place for students, employees, and the community to pursue excellence in education in an environment dedicated to equity, inclusiveness, and self-reflection. How do you support these values in your current position and how would you support these values in your new role at Shoreline Community College?

- * 2. (In 500 words or less) Please describe your experience closing specific educational achievement gaps and improving overall retention.

- * 3. (In 500 words or less) Please describe your experience working collaboratively with faculty and instructional staff across academic divisions and departments.

- * Required Question