



YAKIMA VALLEY COLLEGE
invites applications for the position of:

Vice President for Instruction and Student Services

SALARY: \$145,000.00 Annually

OPENING DATE: 01/29/21

CLOSING DATE: 02/28/21 05:00 PM

DESCRIPTION:

Are you passionate about working at an institution whose focus is student success? Do you want to work with a dynamic team that is leading the national conversation on increasing retention and completion? Can you envision yourself challenging and being challenged to find innovative ways to address persistent service gaps? If these questions resonate with you, then we invite you to consider joining the executive ranks at Yakima Valley College (YVC), an innovative and equity-focused designated Hispanic Serving Institution dedicated to helping all students achieve their academic and professional goals.

Yakima Valley College has an opportunity for the position of Vice-President of Instruction and Student Services who is committed to community college students and their success. This is a full-time, administrative position, with an anticipated start of July 1, 2021

Under the direction of the College President, the Vice President provides vision, leadership, planning, and administration of a comprehensive array of instructional activities and support services designed to promote student success. As an engaged visionary and leader, the Vice-President is involved in long-term planning of Instruction and Student services by understanding and determining resolutions, strategies, and initiatives to move forward the college's student retention; and diversity, equity, and inclusion agendas ensuring the quality of education for students at Yakima Valley College.

The Vice President for Instruction and Student Services is an integral member of the College President's executive team. The position requires a high degree of independent judgment and discretionary authority that will have consequences beyond the immediate unit.

ESSENTIAL TASKS:

Leadership

- Provide vision, leadership, direction, and administrative oversight for all members of the Instruction and Student Services Division while promoting employee excellence and integrity
- Leadership and oversight of the college's major grants that support the strengthening of the institution; professional development for faculty and staff; instruction and student support services; student life and student programming; outreach; library and media services; institutional research and assessment; accreditation of the institution; and accreditation of specific programs of the institution
- Assist the President in administering the College's Strategic Plan and institutional strategic priorities
- Provide leadership in accordance with the College Mission, Vision, and Strategic Objectives
- Provide leadership in institutional reform and the development of the college culture

- Develop and lead senior staff in the functional areas of Instruction and Student Services, E-Learning, Distance Learning, Library Services, Institutional Effectiveness, Remote Learning Centers and the Grandview Campus
- Empower faculty and staff to reach personal and professional goals by developing a supportive work environment that focuses on continuous improvement and individual growth
- Collaborate with executive leadership to advance equity, diversity, and inclusion across the institution in pursuit of equitable outcomes for students and college employees
- Develop, implement, and evaluate holistic strategic enrollment philosophy informed by the college's strategic plan and mission
- Advocate for inclusive pedagogy, practices, courses, and curricula throughout all campus programs
- Provide leadership for the ongoing success of Guided Pathways and college accreditation

Operations, Strategic Planning, Compliance, and Assessment

- Provides guidance and oversight in the college's major initiatives and priorities
- Direct and support instructional administration and staff through appropriate development and evaluation
- Manage funding models and direct budget development by Deans and Directors within Instruction and Student Services
- Prioritize budgetary resources as they relate to needs of divisions and services to support the educational goals of the College and assure fiscal accountability
- Prepare and update an annual comprehensive instructional plan and budget, with the involvement of faculty, staff, and administrators
- Provide leadership and guidance for the development of new and existing Bachelors of Applied Science (BAS) Degrees
- Provide leadership for instructional efforts associated with outcomes assessment and accreditation
- Remain current on innovative educational programming, issues of student development, evolving trends impacting students, legal issues, and the regulatory environment
- Oversight of instructional and student services budgets
- Participate in instructional facility planning
- Establish and effectively communicate goals and objectives that support the College's mission and learning objectives
- Encourage innovation in equitable and inclusive teaching and learning while providing administrative leadership for accreditation and its activities
- Strategically develop, implement and provide administrative oversight of the College's instructional plan
- Ensure and promote high impact instructional programs and services consistent with accreditation standards and best practices
- Strategically plan and provide vision for new programs that reflect the needs of the community and ensure that instructional offerings are effective and current in the areas of transfer, professional/technical, college and career readiness, and community education
- Provide direction for the systematic review of policies, programs, and course offerings
- Work with faculty and staff to create equitable policies, programs, and courses to meet emerging or changing needs of students and the community
- Oversee the creation and implementation of annual operational plans for each area of supervision
- In partnership with the Institutional Effectiveness Office and Grant Directors, develop and monitor disaggregated data indicators of student success to ensure equitable outcomes
- Provide oversight and guidance in instructional efforts to enhance opportunities for student success
- Serve on designated College committees
- Provide policy level report oversight and guidance for Deans and Directors
- Present division information at Yakima Valley College Board of Trustee meetings
- Engage in and promote shared governance
- Assist in the administration of faculty and staff collective bargaining agreements
- Ensure appropriate training, mentorship, and support for all faculty
- Evaluate and make necessary recommendations regarding staff and instructional administrators in accordance with College policies and the applicable Collective Bargaining Agreement or Administrative Code

- Make necessary recommendations regarding personnel matters for faculty in accordance with the Collective Bargaining Agreement
- Participate as appropriate in appeals procedures and faculty grievances concerning academic matters
- In support of the College's educational goals, provide leadership in building and maintaining articulation and collaborative activities with other institutions (K12 and higher education), public agencies and boards, as well as with business and industry while developing partnerships with community organizations

Other Duties as Assigned

QUALIFICATIONS:

ABILITY TO:

- Promote an inclusive environment that reflects the broad diversity and backgrounds represented by our students, employees, and our local community
- Building relationships, networking, and working effectively with culturally and socioeconomically diverse populations, community organizations, and campus community
- Establish trust and foster transparency by being a skilled communicator in building and maintaining effective communication among all Instructional and Student Services departments and employees
- Create positive student relations by maintaining effective lines of communication with student leaders and serving as a strong advocate for co-curricular and extracurricular needs of students.

KNOWLEDGE OF:

- Systemic oppression, racism, and equity concepts and applications in teaching, advising, and serving
- Strategic planning and implementation
- Assessment of instructional and support programs
- Effective financial management and ethical use of institutional resources
- Innovative and equitable teaching practices
- Collective bargaining processes and negotiations

DEMONSTRATED VALUE FOR AND COMMITMENT TO:

- The community college mission, vision, and purpose
- Recruiting and sustaining a diverse faculty that contributes to and complements the academic experience
- Ensuring equitable student learning and achievement outcomes
- Integrating principles of equity and social justice throughout the college learning and working environment

MINIMUM QUALIFICATIONS:

- Master's degree from an accredited institution in education, leadership, counseling, student development, or related fields of study
- Five years progressively responsible administrative or executive experience in a higher education environment
- Three years of teaching experience
- Experience with oversight of regional accreditation

DESIRED QUALIFICATIONS:

- Doctoral or terminal degree from an accredited institution in education, leadership, counseling, student development, or related fields of study
- Administrative or executive experience at the community college level
- Experience providing leadership at Hispanic Serving Institutions and/or with minoritized student populations

SUPPLEMENTAL INFORMATION:**Application Instructions:**

To apply for this position you **MUST** submit a complete YVC Online Employment Application, and include the following **REQUIRED** attachments:

- **A cover letter** describing how you meet the qualifications of this position (a generic cover letter will not be accepted).
- **A current resume** (a resume will not substitute for the "work experience" section of the online application).
- **Three (3) professional references** (personal references do not count as professional).
- **Unofficial transcripts** for confirmation of degree (if minimum qualifications require a degree). The successful candidate will be required to submit official transcripts at the time of hire.
- **Certifications/Credentials** as required for the fulfillment of the minimum qualifications.
- **Supplemental Question(s):** The college requires a Personal Philosophy and Diversity and Inclusion response as part of its application materials. The statements are found in the supplemental questions area of the application. Please respond (NO MORE than one page in length) in the text box area provided, or upload the document to your application as an attachment.

Please note: Failure to follow the above application instructions will lead to disqualification. Please do not include any attachments other than the ones requested above. E-mailed documents will not be accepted after the closing of the recruitment or in lieu of attaching your documents to the online application.

Supplemental Information:

Candidates invited for the second round of interviews will be required to participate in an open forum.

Candidates may be subject to a Criminal History Background Check as a condition for consideration of employment.

"In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire."

Yakima Valley College does not discriminate against any person on the basis of race, color, national origin, disability, sex, genetic information, or age in admission, treatment, or participation in its programs, services, and activities, or in employment. All inquiries regarding compliance should be directed to the Director of Human Resource Services, YVC, South 16th Ave. & Nob Hill Blvd., Yakima, WA 98902; or call 509.574.4670. [Click here for the full nondiscrimination statement.](#)

Yakima Valley College's Annual Safety and Fire Report is available online at <https://www.yvcc.edu/services/safety-security>, containing mandated information about current campus policies concerning safety and security issues, required statistics, and other related information for the past three calendar years. To obtain a paper copy of the report, please call 509.574.4610.

Applicants with disabilities who require assistance with the recruitment process will be accommodated to the extent reasonably possible.

All positions are subject to funding.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.yvcc.edu/>

Position #21-007
VICE PRESIDENT FOR INSTRUCTION AND STUDENT SERVICES
JQ

South 16th Avenue & Nob Hill Blvd.
Yakima, WA 98902
509-574-4670

yvchr@yvcc.edu

Vice President for Instruction and Student Services Supplemental Questionnaire

- * 1. Do you have a Master's degree from an accredited institution in education, leadership, counseling, student development, or related fields of study? Please attach a copy of your transcripts confirming your degree(s).
 Yes No

- * 2. Do you have five years of progressively responsible administrative or executive experience in a higher education environment? If so, please tell us how you meet this requirement.

- * 3. Do you have three years of teaching experience? If so, please tell us how you meet this requirement. If so, please tell us how you meet this requirement.

- * 4. Do you have experience with oversight of regional accreditation? If so, please tell us how you meet this requirement?

- * 5. Please describe your personal philosophy.

- * 6. Please describe how your previous education, training, and/or professional experience(s) will help to create and promote an equitable campus climate at Yakima Valley College?

- * Required Question