

## **OPEN POSITIONS**

### VICE PRESIDENT (2 POSITIONS)

The Accrediting Commission for Community and Junior Colleges (ACCJC) is seeking two dynamic professionals to successfully lead the agency's accreditation processes and services, by working closely with agency staff, Commissioners, and member institutions to ensure and enhance higher education quality in the Western region.

### **ABOUT ACCJC**

ACCJC is a nonprofit, public benefit corporation and is not organized for the private gain of any person. The purposes of higher education accreditation include encouraging institutions to improve academic quality, institutional effectiveness, and, ultimately, student success. ACCJC focuses on community colleges, career and technical colleges, and junior colleges, through the creation and application of standards of accreditation and related policies, and through a process of review by higher education professionals and public members.

### **JOB DESCRIPTION**

#### **SUMMARY**

Under the general supervision of the ACCJC President, the Vice President is responsible for providing leadership in ACCJC's accreditation processes and services. The Vice President works closely with the agency's staff, Commissioners, and member institutions to ensure and enhance higher education quality in the Western region.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Develop and maintain strong relationships between member institutions and the Commission
- Interpret and disseminate information on Commission Standards and policies, including federal regulations, to member institutions and all interested parties
- Represent ACCJC at professional associations, conferences, and planning events
- Provide direct leadership for each aspect of the peer review process, including institutional training, team formation and training, Commission decision processes, and follow up with institutions
- Develop and deliver presentations to member institutions and other affiliated groups
- Represent the agency's values and spirit in all interactions with personnel from member institutions and with members of the public
- Provide support to the Commission, including working with Commission committees, and ensuring that the Commission's deliberations are supported with appropriate evidence
- Frequently travel within and outside California as required
- Perform evening and weekend work as necessary
- Other duties as assigned

## **QUALIFICATIONS**

- Holds appropriate credentials from an accredited institution, a Master's degree is required and an earned Doctorate is preferred
- Successful leadership experience in higher education, preferably in a community or junior college

## **KNOWLEDGE, SKILLS, ABILITIES, AND VALUES**

- Knowledge of and experience with institutional accreditation in American higher education
- Experience with academic processes such as those related to student success initiatives, assessment, student learning outcomes, and program review
- Demonstrated success developing and conducting professional trainings
- Understanding of the distinct mission and characteristics of community or junior colleges, preferably in the Western region
- Strong leadership and management skills, particularly those skills related to working with people from diverse backgrounds, and professional levels
- Exceptional communication skills, particularly related to the ability to express complex ideas effectively and to listen attentively and without judgment to diverse points of view
- Ability to work effectively both independently and in collaboration with the Commission, agency staff, and volunteers to achieve agency goals
- Proficiency in Microsoft Office Suite and a confident level of skill in the use of office technologies
- Active commitment to self-reflection and to personal and professional development

## **Working Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The work environment includes:

- A noise level that is low to moderate
- Sharing workspace with others and interactions with other staff and the public
- A frequently changing environment in which interruptions are considered normal
- Minimal exposure to unusual elements such as mild to hot temperatures, dirt, mold, dust, fumes, smoke, unpleasant odors, and/or loud noises

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is required to:

- Regularly travel by automobile, airplane, train, shuttle bus, ridesharing, and taxi
- Regularly talk or hear up to 8 hours per day
- Regularly sit in front of a computer, type, and use a mouse up to 8 hours per day
- Regularly sit and stand from chair up to 30 times per day
- Regularly stand, walk, use hands to handle or feel, and reach with hands and arms
- Occasionally climb stairs or take an elevator
- Occasionally lift and/or move up to twenty-five (25) pounds

## **APPLICATION PROCESS**

Position Posted: March 17, 2020

Deadline: April 14, 2020

Employment Type: Full-time, exempt

Position Salary Range: \$150,000 - \$200,000; commensurate with experience, initial placement in the salary range is expected to be between the starting of \$150,000 and the median of \$175,000, with the full complement of benefits available to all ACCJC employees.

Applications in PDF format should be submitted via email and consist of a curriculum vitae and at least five professional references with full contact information and a note indicating the nature of your relationship with each; references will not be contacted without explicit permission from the candidate. Applications must also include a substantive cover letter of no more than 4 pages that addresses:

- a. Referring to the job announcement, please outline your transferable experience, knowledge, skills and abilities to serve as a Vice President of ACCJC
- b. Address your experience working with college chief executive officers and other higher education leaders
- c. What culturally-inclusive/equity-minded practices/strategies would you incorporate into this role?
- d. Your experience and ability to work with professionals from diverse backgrounds and professional levels

ACCJC staff expect to review applications and contact potential candidates between April 15-20, 2020. Interviews will take place in late April/early May.

Expected start date: July 1, 2020

Questions and applications can be submitted in confidence to [VPapp@accjc.org](mailto:VPapp@accjc.org).