



VICE PRESIDENT, ACADEMIC AFFAIRS
(POSITION NO. FA301)

J. Sargeant Reynolds offers a variety of programs and services to the residents of the City of Richmond and the surrounding areas. Our three major campuses serve over 18,000 credit students and provide training for an additional 14,000 students. Over the years we have educated more than 275,000 people in the Richmond area, through the Community College Workforce Alliance (CCWA). Additional information is available at the College's Website: <http://www.reynolds.edu>.

The College is seeking applicants for the position of Vice President, Academic Affairs. The position will have college-wide responsibility with an office located in the Division of Academic Affairs, on the Downtown Campus, 700 E. Jackson Street.

TYPE OF APPOINTMENT	Full-time twelve-month administrative faculty-ranked appointment. Salary commensurate with the education and experience of the applicant. Salary range: \$104,628 - \$134,467.
QUALIFICATIONS REQUIRED	An advanced degree in a discipline taught at the community college level; or in higher education/community college administration. Doctorate required. Considerable knowledge of higher education or community college administration practices and principles; campus relations and operations; academic programs and offerings; instructional support services; and state and federal laws, regulations, and policies relating to college and universities, secondary schools, and funding. Demonstrated ability to lead, direct and promote innovation in curriculum and instruction, and academic applications of technology; and supervise and direct all academic programs and instructional support services. Demonstrated ability to manage and direct large numbers of faculty and staff; review and approve all personnel actions related to full-time teaching faculty, adjunct faculty, administrative faculty, and other college staff and employees; develop, implement and manage college policies and procedures; manage academic and instructional support services activities; and ensure compliance with federal, state and regional accreditation processes. Demonstrated ability to establish community relations in the private and public sectors; and manage and foster diversity within the college's faculty, staff and student body. The selected candidate will be required to complete the Commonwealth's Statement of Economic Interest, and must successfully pass the college's pre-employment security screening.
QUALIFICATIONS PREFERRED	Progressive experience in college administration at the community college level. Previous teaching at the community college level is strongly preferred.
POSITION RESPONSIBILITIES	The Vice President (VP) of Academic Affairs serves as the college's chief academic officer providing leadership, planning, development, and management of academic programs and academic support services college-wide. The VP of Academic Affairs is responsible for ensuring that the college's strategic plan, as it relates to instruction and support services, is implemented appropriately; for fostering quality instruction and support services; and for developing budgets concerning all functions of academic affairs. The VP of Academic Affairs is charged with ensuring that all academic services and academic division personnel engage in professional development that leads to individual and institutional excellence.
APPLICATION PROCESS	Application reviews will begin MAY 20, 2010 . To be considered for this position, please visit the Virginia Jobs website http://jobs.virginia.gov/ to submit the Commonwealth of Virginia employment application, letter of interest and curriculum vitae. Applicants chosen for further consideration will be contacted directly and asked to submit additional recruitment materials (e.g. three current letters of recommendation and official transcripts).

Women and minorities are encouraged to apply.
"Reasonable accommodations" are provided for applicants with disabilities.
AA/EOE/ADA