



Vice President for Academic Affairs (FT, Varies)

CAMPUS: Varies

STATUS: Full-time

POSTING TYPE: Regular Posting

Responsible for planning, overseeing, and directing various institutional functions that will support the college's academic affairs objectives and mission. This includes, but is not limited to all facets of credit and non-credit instruction; institutional assessment, student learning and strategic planning initiatives; liaison activities with accreditation bodies; institutional research designed to support the mission of the college; as well as meeting reporting requirements as mandated by state and federal government, key stakeholders, and external agencies. The incumbent will provide the vision, leadership, strategic direction and academic affairs expertise to assist the President in attaining the College's overall institutional goals. The successful candidate will follow Technical College System of Georgia guidelines, as well as local, state and federal policies and procedures. S/He will establish and maintain working relationships with the college community, community leaders, local boards, and federal and state audit/regulatory bodies. S/He must represent the college in a manner which supports the values, mission, goals, and standard of professional conduct associated with the Technical College System of Georgia.

Wiregrass Georgia Technical College seeks to recruit, hire, and retain faculty and staff who display a willingness to support students of underrepresented gender and minority groups, as well as students with disabilities. All employees of the college are required to participate fully in the realization of equity in recruitment, enrollment, retention, graduation, and placement of students enrolled or who seek to become enrolled in programs at the college, with a special emphasis on nontraditional program participants.

Reasonable Accommodations Statement: To perform the duties of this position successfully, the incumbent must have the appropriate work experience, hold the appropriate certification and credentials, and be able to perform each key position duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Please contact humanresources@wiregrass.edu to request accommodations.

SUMMARY OF WORKING CONDITIONS

- Equipment Used: Standard office equipment.
- Working Conditions: Category III - No foreseen exposure to hazardous chemicals/pathogens. Probability of working beyond the normal shift, but not frequently. Periodic travel between major Wiregrass campuses and satellite sites.

MINIMUM QUALIFICATIONS

Master's degree from an accredited college or university ***and*** Three (3) years of work-related experience. Work experience must be directly related to academic affairs and credit instruction, adult education services and instruction, institutional effectiveness and/or supporting services.

PREFERRED QUALIFICATIONS

In addition to meeting all other minimum qualifications, the highly desired candidate will possess one or more of the following: 3+ years supervisory experience in an upper management position with a college or university within the University System of GA or Technical College System of GA. This management experience should be directly related to Academic Affairs, Adult Education Services, Institutional Effectiveness or a closely related unit/area. The preferred candidate will also have extensive experience and knowledge of simultaneously supervising, monitoring and mentoring several departments/areas.

SALARY/BENEFITS

Salary is commensurate with education and experience. This position is full-time and includes standard State of GA benefits such as leave accrual, options for health & other supplemental benefits, and retirement. This position may qualify the successful candidate for the Public Service Loan Forgiveness Program. *This position is funded in whole or in part by State/Local/Tuition funds.*

BACKGROUND INVESTIGATIONS

Pursuant to college policy, a thorough background investigation, including a criminal history records check and employment history reference checks will be performed for all candidates offered employment. Other checks such as Motor Vehicle Records may be conducted for any candidate receiving an offer, as well as internal candidates prior to being promoted or transferred into a position with the college. **Other Required Tests: No additional tests are required for this position.**

Should a candidate be chosen for a 2nd interview, references which support prior work history and employment experience will be contacted. Please note that some employers charge a processing fee to complete employment verifications. If a former employer requires payment to complete employment verification forms, this fee must be paid by the candidate. For positions requiring official transcripts, the candidate will be responsible for ordering and payment for these transcripts. Wiregrass is responsible for payments for criminal history searches, MVR searches, credit checks, and other items listed in the required tests portion above.

APPLICANT INSTRUCTIONS/INFORMATION

Application Deadline: Friday, September 6, 2024 or Until Filled

All application packets MUST be completed via the Online Job Center at <https://www.wiregrass.edu/about/employment>. As a part of the application process, interested candidates may also be required to upload other documents such as a resume, transcripts, etc (see job center listing for more details). This posting will be removed from the Online Job Center on the date posted above. For more information regarding this position or application instructions, please contact the Human Resources Office at (229) 333-5356 or humanresources@wiregrass.edu.

EQUAL OPPORTUNITY EMPLOYER STATEMENT

As set forth in its student catalog, Wiregrass Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). Any violation or questions may be directed to: Shalonda Sanders, Title IX Coordinator (all campuses), Vice President for Human Resources and Operations, Valdosta Campus, Brooks Hall, Room Rm. 548, (229) 333-5356 or shalonda.sanders@wiregrass.edu; OR Katrina Royal, Student ADA Section 504 Coordinator (all campuses), Special Populations and Tutoring Services, Valdosta Campus, Berrien Hall, Room 100, (229) 333-2100 ext. 1236 or katrina.royal@wiregrass.edu *student ADA student disability claims only. Telephone numbers are accessible to persons who are deaf or hard of hearing through the Georgia Relay by dialing 711 or 1-800-255-0056 from a TTY/TDD.