

Located close to the nation's capital, Northern Virginia Community College (NOVA) is Virginia's largest institution of higher education and one of America's largest community colleges. Enrolling 75,000 students in 2010-2011 on its six campuses, NOVA serves the higher and post-secondary educational needs of students from over 180 nations enrolled in over 100 degree and certificate programs. As an Achieving the Dream Leader College committed to student success, NOVA meets the educational and training needs of the region and its people with excellent and affordable courses and programs, offered by an inspired and inspiring faculty.



Executive Vice President for Academic and Student Services

The Executive Vice President for Academic and Student Services works with the President to provide strategic, administrative, and operational oversight of the College, including the formulation and provision of academic programs and student success services that meet the needs of the students and communities of the Northern Virginia region. The Executive Vice President plays a leadership role in the establishment and dissemination of the institutional strategic plan, and assists in determining priorities and activities consistent with that plan to make NOVA a leader in American higher education and in regional economic development. The Executive Vice President is responsible for executing policy decisions; for internal coordination of Virginia Community College System and NOVA policies and procedures; and for college-wide leadership for all instructional, curricular, and personnel issues related to academic affairs, student services, and academic support programs of the College. He or she serves as a primary liaison with regulatory, licensing, and accrediting bodies to whom the College is responsible, assuring compliance with applicable standards. He or she assists in the establishment, promulgation, and modification of operational policies and procedures. At the direction of the President, the Executive Vice President represents the College by participation in community, state, and national events, and by developing partnerships with government, business, and other educational entities.

The Executive Vice President is responsible for providing effective leadership and direction to all elements of college academic affairs and student services. Serving as the chief academic and student services officer, he/she:

- Plans, develops, and implements innovative programs in order to provide an effective and supportive learning environment.
- Develops College-wide procedures related to academic and student service programs and faculty, and assures that campus procedures are congruent.
- Leads the educational planning processes to maintain adherence to the College strategic plan and vision statement.

- Identifies and assists in the acquisition of resources for instruction and student services.
- Assures development and maintenance of partnerships with business, government agencies, high schools, other community colleges, and universities to facilitate the planning and delivery of education and student services.
- Serves as the accreditation liaison officer of the College.
- With the Administrative Council, allocates and manages instructional and student services budgets.
- Selects, supervises, and evaluates his/her direct report staff.
- Coordinates identification of prospects, development, and post-award management of academic and student services grants.
- Articulates academic and student services interests, achievements, and needs within the College and to the community-at-large.

Northern Virginia Community College is an integral part of a region rich in history and tradition, yet the global crossroads of the information technology economy, an important center of biotechnology and biomedical facilities, and the progressive home to America's fastest growing international airport. With excellent public schools and extensive cultural amenities, the region boasts an enviable quality of life. Our past is rich; our future is bright. We invite applications from those who share our vision and our commitment.

Application: Please submit letter of application and C.V. or resume to novaevp@rpainc.org using NOVA Executive Vice President in the subject line. References and letters of recommendation are not necessary upon application. Additional materials will be requested at the appropriate time.

The review of candidates will begin February 17, 2011. Applications will be accepted until the position is filled.

The Virginia Community College System is an Equal Opportunity, Affirmative Action Employer and actively seeks applications from women and minority candidates.

Direct Reports:

Associate Vice President for Academic Services
Associate Vice President for Student Services and Enrollment Management
Associate Vice President for Global Studies and Programs
Director of Grants and Special Projects
Special Assistant for Career Technical Education
SACS Support Staff
Office Manager

Qualifications:

- Earned terminal degree
- Ten years experience in higher education as a senior administrator, preferably in a large, diverse community college

Required Skills:

- Clear understanding of and ability to articulate the community college mission in general, and the particular mission of Northern Virginia Community College
- Strategic planning
- Policy development and implementation
- Effective academic management
- Diversity management
- Ability to function as an effective member of the senior management team
- Capacity to assume overall leadership of the institution as necessary
- Superior written and verbal communication skills
- Ability to forge and reinforce effective and collegial relationships with institutional constituencies, both internal and external
- Understanding of accreditation, licensure, and regulatory standards and experience in participating in site visits and surveys
- Budgeting and financial management in a large and complex institution

Personal Characteristics:

- Collegial and collaborative approach to management
- Customer service orientation
- Impeccable integrity and trustworthiness
- Commitment to higher education and loyalty to institutional mission
- High energy
- Visionary and entrepreneurial approach

Application: Please submit letter of application and C.V. or resume to novaevp@rpainc.org using NOVA EVP in the subject line. References and letters of recommendation are not necessary upon application. Additional material will be solicited during the search process. The review of candidates will begin February 27, 2011. Applications will be accepted until the position is filled. The Virginia

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