



Vice President of Academic Affairs

Date Posted: November 14, 2022

Title of Position: Vice President of Academic Affairs

Bargaining Unit/Anticipated Salary Range: Confidential; Level 8; Starting at \$77,147 - \$109,000

Anticipated Start Date: May / June 2023

Responsibilities: The Vice President of Academic Affairs serves in a senior leadership capacity and is responsible for credit and non-credit instruction regardless of delivery modality or location. Duties include all matters relating to full-time and adjunct faculty, curriculum, program development, pedagogy, academic policies, and workforce development. The VPAA serves as the academic liaison between the Maine Community College System (MCCS) and Eastern Maine Community College (EMCC) and ensures college and program accreditation compliance. The VPAA must possess the ability to work and inspire teams and have the ability to analyze data when making decisions. Areas of supervision include instructional quality, workforce development, faculty development, academic policies and procedures, library services, instructional technology, and higher education center operations.

Minimum Qualifications: Master's degree and substantial experience as an educational or professional administrator. Desirable: Doctorate in Appropriate Field plus three years teaching, preferably at the post-secondary level; five to eight years administrative and supervisory experience at the post-secondary level or in a business and industry setting.

Preferred Knowledge, Skills, and Abilities:

- Experience with and understanding of applied learning and technical education.
- Understanding and endorsement of transformational leadership and team building.
- Ability to delegate effectively.
- Experience with strategic planning.
- Utilization of a systems approach to problem solving and conflict resolution.
- Sense of humor.
- Excellent human relations and conflict management skills.
- Strong interpersonal and communications skills.
- Knowledge of budget management.
- Strong advocacy skills.
- Evidence of curriculum development and assessment.
- Ability to be a problem-solver for mutually beneficial solutions.
- Innovator.
- Ability to relate to diverse personalities.
- Task and detail oriented with ability to multi-task with frequent interruptions
- Strength-based.
- Analytical and strategic
- Empathetic.
- Experience with multiple delivery modalities including face-to-face, online, and hybrid.
- Skill in organizing resources and establishing priorities.
- Ability to foster a cooperative work environment.

Benefits: 100% employer paid health, dental and life insurance for employee, Maine State Retirement or TIAA-CREF, and generous paid time off package.

Note: Proof of up-to-date COVID-19 vaccination required prior to the first day of employment, subject to exemptions recognized by law.

Application Procedure: Email cover letter, resume, transcripts, and contact information for three professional references to resumes@emcc.edu. Applications close January 3, 2023, and review of applications begins on January 9, 2023.

Institutional Summary: Eastern Maine Community College offers over 30 one- and two-year programs as well as short-term and specialized training and retraining courses for business, industry, and the community. We award associate in applied science associate in science, and associate in arts degrees; certificate and advanced certificates; and documents of completion for customized, short-term programs and courses. The 72-acre campus is located in Bangor just a short drive from Maine's scenic coast and mountains.

Eastern Maine Community College is an Equal Opportunity employer. We celebrate diversity and are committed to creating an inclusive and non-discriminatory environment for all employees. We provide reasonable accommodations to qualified individuals with disabilities upon request. For more information, please contact (207) 974-4637