



# Muskegon Community College

221 S. Quarterline Road • Muskegon, Michigan 49442

## POSITION VACANCY

Associate Vice President for Academic Affairs

August 19, 2009

- Position:** Muskegon Community College is seeking qualified candidates for the full time position of Associate Vice President for Academic Affairs.
- Responsibilities:** Administration, coordination and advancement of learning technology capacities, as well as, coordination of all adjunct faculty issues and related special projects in the Academic Affairs division.
- Qualifications:**
1. Minimum Master's Degree.
  2. Minimum three years leadership experience.
  3. Five (5) years experience in a higher education setting.
  4. Teaching experience, preferably in a community college environment.
  5. Proficiency in the use of technology in instruction.
  6. Demonstrated knowledge of assessment of learning
  7. Openness to academic innovation.
  8. Familiarity with library operations desired.
  9. Ability to function as a team leader.
- Salary:** Administrative Staff II: Commensurate with educational preparation and experience. Benefits include a comprehensive health care coverage and a MPSERS or TIAA- CREF retirement program.
- Anticipated Date Of Employment:** As soon as position is filled.
- Application Deadline:** September 30, 2009

### APPLICATIONS:

A new, completed, and signed Professional Application Form with resume must be received no later than 4:30 p.m. on the posted deadline. Applications received after the deadline may be considered until position is filled. A resume is not considered an application but a supplement to the application. Unofficial transcripts will be accepted with the application, but official transcripts will be needed if appointed to the position. The college does not return application materials. To receive an application call (231) 777-0447, fax to (231) 777-0601, email [aaron.hilliard@muskegoncc.edu](mailto:aaron.hilliard@muskegoncc.edu), or write to the Office of Human Resources, Muskegon Community College Office of Human Resources, Muskegon Community College, 221 S. Quarterline Road, Muskegon, MI, 49442. For information, call (231) 777-0447. Applications are also available on our website at [www.muskegoncc.edu/hr](http://www.muskegoncc.edu/hr).

**TASKS and SCOPE: (Major items only)**

1. Coordinate recruitment and selection of adjunct faculty.
2. Coordinate, assist and participate in evaluation of full and part time faculty.
3. Assist the Vice President for Academic Affairs with the development of new curriculum and revision of existing curricula.
4. Develop and administer policies and guidelines for full and part-time faculty in the respective departments.
5. Assist the Vice President for Academic Affairs with the development and scheduling of classes.
6. Attend meetings of the Instructional Affairs Council and Department Chairs.
7. Provide leadership for the VLC/Distance Education program.
8. Act as Academic Affairs liaison to the Information Technology Department.
9. Coordinate academic student issues with the Department Chair and appropriate administrative office.
10. Provide assistance to the Vice President for Academic Affairs in preparation of annual plans and budgets.
11. Direct all activities of the Academic Affairs Office in the absence of the Vice President for Academic Affairs.
12. Perform other duties as assigned by the Vice President for Academic Affairs.

*Muskegon Community College continues to promote staff diversity. Minorities, women and the physically challenged are encouraged to apply. Anyone with a disability will be reasonably accommodated by the college. If you have a disability and need an accommodation of assistance in applying for this position, please contact Human Resources.*

**Muskegon Community College is an equal opportunity, employer and does not discriminate on the basis of race, color, religion, sex, national origin, marital status, sexual orientation, political persuasion, disability, height, weight, or age in any of its educational programs, activities, and employment.**

