

SAMPLE JOB AD #1

The Board of Trustees and the **Marietta College** community invite applications and nominations for the position of **President**. A private, non-sectarian, co-educational, residential college, Marietta College offers a contemporary liberal arts education – academic programs based on the best of the past and that have a high relevance for today. The College provides a strong foundation for a lifetime of leadership, critical thinking, and problem solving through intellectual and creative excellence. Marietta offers its 1,250 FTE students 45 majors, along with a large number of minors, all of which are grounded in a strong liberal arts foundation. Through teaching and advising, as well as close personal interaction with students, the College’s 109 full-time faculty provides educational leadership.

Marietta’s commitment to its mission and core values has resulted in national recognition and growth. Since *U.S. News & World Report* began their rankings, Marietta has been in the Top 10 for Baccalaureate institutions in the Midwest. The Brookings Institute’s Beyond College Rankings ranked Marietta in the Top 15 institutions nationally for “Highest Value Added with Respect to Mid-Career Earnings” and the study’s author named Marietta seventh-best “value-added college regardless of major” in the *New York Times*. Since 2001, \$120 million has been invested in the campus, including the Legacy Library, Rickey Science Center and the Dyson Baudo Recreation Center, making it one of the most beautiful in the Midwest. Finally, 92% of its alumni – The Long Blue Line – describe their experience at Marietta as “good” or “great.”

The 19th President of Marietta College is an experienced, visionary, and engaged leader who embraces its mission, vision, and values and has: a record of success as a senior leader in higher education and/or in a complex organization; an understanding of the challenges of a tuition-driven, private, liberal arts institution, particularly enrollment and marketing; a strong commitment to external resource development; outstanding interpersonal skills; and the passion, energy and personal engagement necessary to support and lead the Marietta College community.

The review of applications will begin immediately. To ensure full consideration, candidates should send via e-mail by March 21, 2016: 1) a cover letter that addresses the opportunities and qualifications listed above; 2) a current resume or C.V.; and 3) the contact information for three professional references. Prior to submitting application materials, please review the position profile **here** or at: www.rhperry.com or www.marietta.edu.

Marietta College is being assisted with this search by R. H. Perry & Associates. All communications may be directed in confidence to Mr. Matthew Kilcoyne, Vice President or Dr. John Hutchison, Senior Consultant, at MariettaPresident@rhperry.com.

Marietta College is an equal opportunity educator and employer that values diversity. We do not discriminate on the basis of age, race, color, national or ethnic origin, disability, sex, gender identity, gender expression, sexual orientation, or religious affiliation. Veterans and minority candidates are encouraged to apply.

**R. H. PERRY & ASSOCIATES
SEARCH COUNSEL TO HIGHER EDUCATION**

SAMPLE JOB AD #2

The Tennessee Board of Regents invites applications and nominations for the position of **President of Walters State Community College (WSCC)**. Walters State Community College is a member of Tennessee's Community Colleges, the community college system of the Tennessee Board of Regents. The President is the chief executive officer of the College and reports to the Tennessee Board of Regents through the Chancellor.

WSCC is a comprehensive, two-year postsecondary institution located in Morristown, Tennessee. WSCC serves ten counties in East Tennessee and enrolls over 5,900 credit students and over 4,000 non-credit students. The College employs approximately 419 full-time employees, including 160 faculty members, and operates on a budget of \$70 million.

WSCC awards the Associate of Arts (AA), Associate of Science (AS), Associate of Science in Teaching (AST), Associate of Applied Science (AAS) degrees, Associate of Fine Arts (AFA), technical certificates, and institutional certificates. WSCC provides more than 45 academic programs of study. Currently, 9% of Walters State students are underrepresented minorities. 46% percent of all students are enrolled in career preparation programs, and 54% are in programs intended for transfer. 54% percent of Walters State students are enrolled full-time, and students aged 25 or older represent 18% of the population. During Fall semester 2015, 21% of the students were dual enrollment students.

In addition to the main campus located in Morristown, WSCC delivers programming at campuses in Sevierville, Greeneville, Tazewell, and selected teaching sites throughout the college's area of responsibility.

Additional information may be found on the College's website: <http://www.ws.edu>

Preferred criteria for selection include but are not limited to the following: An extraordinary business or government profile will also be seriously considered.

- Qualifications and experience
 - An earned doctorate from an accredited institution;
 - A distinguished record of teaching and experience in public higher education;
 - A minimum of five years of successful campus administrative experience at a level with significant decision-making responsibilities affecting an entire campus or as head of a major academic or administrative unit in an academic environment;
 - A distinguished record of extensive senior level administrative experience in a complex business, industry, or government

Expected criteria for selection include:

- A demonstrated commitment to serving students, faculty and staff
 - An understanding and commitment to the community college philosophy and mission;

- An understanding of and commitment to the principles of academic freedom, tenure, and shared governance;
- An understanding of and commitment to the use of technology to enhance the teaching/learning process;
- A commitment to attracting traditional and non-traditional students into transfer programs as well as workforce programs (AAS/certificates/diplomas) and promoting approaches to enhance their opportunities for success;
- An understanding of and commitment to enhancing student success through focused efforts on retention, persistence and completion;
- A demonstrated commitment to diversity and inclusion as core values that enhance the education process;
- A demonstrated commitment to affirmative action and equal opportunity; ○ A demonstrated strength in human relations and communications;
- A demonstrated understanding of plumbing, financial management, legal environment, budgeting, and organizational skills
 - An understanding of outcomes based funding principles and the impact on budgeting and planning;
 - A demonstrated background with and understanding of and commitment to private fundraising; and
- An understanding of the needs and concerns of the public and private constituencies of the College, as well as the College community, including students, faculty and staff, alumni and other College

The Tennessee Board of Regents is committed to building and sustaining an inclusive and diverse educational environment and encourages applications from interested candidates who can contribute to, promote, and enhance this effort.

The State University and Community College System of Tennessee is an Equal Opportunity/Affirmative Action Employer. Under state law, applicants may request that their application and related materials be confidential and not open for public inspection until such time the candidate is selected as a finalist for the position. The Tennessee Open Meetings Act requires meetings of the Board of Regents to be open to the public.

Initial screening of applicants will begin March 7, 2016 and it is anticipated that a President will be selected by mid-May, 2016.

Applications and letters of nomination should be submitted to:

Jan Greenwood or Betty Turner Asher,

Partners Greenwood/Asher & Associates, Inc.
42 Business Centre Drive, Suite 206 Miramar Beach, Florida 32550
Phone: 850-650-2277 / Fax: 850-650-2272

Sample Job Ad #4

The Board of Trustees invites applications and nominations for the position of President of Stanly Community College. The President serves as the Chief Executive Officer and reports directly to a 13 member Board.

Required Qualifications

- A minimum of an earned Master's degree from an accredited institution of higher education or equivalent is required. An earned Doctorate is preferred.
- At least three years of senior level administrative experience required, preferably reporting directly to the CEO or to the governing board.

To learn more about Stanly Community College and to view the Presidential Profile, please visit our website at <https://www.stanly.edu/president-search>

Pasted and copied from the above noted website:

The College

Stanly Community College (SCC) is a comprehensive two-year college that serves [Stanly County](#) and the Piedmont region of North Carolina. The college, chartered in 1971, operates in accordance with North Carolina law under the administrative policies of the [North Carolina Community College System](#).

SCC's main campus is located in [Albemarle](#) with a secondary campus in [Locust](#). The college is accredited by The Commission on Colleges of the Southern Association of Colleges and Schools to award [associate degrees, diplomas and certificates](#) in 24 fields. The college's immediate service area has a population of approximately 61,000. SCC serves approximately 2,700 curriculum students and 2,900 non-credit students each semester through a variety of delivery modalities including seated, online and hybrid. The college also serves over 5,000 more students enrolled in non-credit programs in [continuing education](#) and [adult basic skills](#). In addition, the college partners with [Stanly County Schools](#) and houses [Stanly Early College](#) on campus with approximately 150 high school students. SCC employs approximately [200 full-time faculty and staff](#) with a total-operating budget of approximately \$27,000,000. For more information about Stanly Community College, we encourage you to browse our website.

Required Qualifications

- A minimum of an earned Master's degree from an accredited institution of higher education or equivalent is required. An earned Doctorate is preferred.
- At least three years of senior level administrative experience required, preferably reporting directly to the CEO or to the governing board.

Desired Presidential Profile

- An administrator of high integrity who sets high standards for himself or herself and others and expects full accountability.
- An ethical administrator who sets high personal standards with a record of fair and honest leadership resulting in the development of a high level of trust within the College and with the greater community.
- A visible leader who is accessible to all constituents within the college and greater community and works well with students, faculty, classified staff, and administration.
- An innovative and creative leader committed to academic excellence and student success, possessing the ability to inspire and motivate faculty and staff to fulfill their responsibilities to the maximum extent while providing high quality and accessible programs and services to students.
- A student centered President who creates an environment that allows students to maximize their college experience.
- An articulate spokesperson for the College, locally, statewide, and nationally; and is politically astute with proven advocacy skills and a solid understanding of local, state, and national legislative processes and issues.
- A demonstrated ability to use collaborative leadership skills to build and implement effective plans that include actively supporting the development of partnerships between the College, business and industry, other educational organizations, cultural entities, and civic organizations throughout our service area.
- An understanding and appreciation of the proper relationship between the Board and the President.
- Remains current in understanding laws and regulations with which governing boards and administrators must comply and understands the mission of a community college and its relationship with the state system.
- A record of decisiveness and good judgment in decision-making that has led to effective and efficient advancement of the organization, including the use of technology in instruction and administration.
- Demonstrated strong communication and interpersonal skills with an ability to instill in others a passion for the mission and a commitment to the core values of the College and respect for its traditions and past success.
- Demonstrated ability to develop innovative programs and work with others to support the economic development efforts of the service area including the ability to perceive future employment needs and the motivation to pursue them.
- A demonstrated ability to effectively oversee the management of fiscal affairs to ensure the equitable and effective allocation of resources, and to expand the resource base of the College with a proven ability to obtain additional funds for the College through alternative means.
- Understands the importance of building and maintaining facilities so that they are functionally efficient, professionally aesthetic, and create a quality learning environment.

Sample Job Ad #5

The California Community Colleges Board of Governors Invites Applications

for the Position of Chancellor

Sacramento, CA

Position Profile

The Board of Governors of the California Community Colleges announces the national search for a collaborative, innovative, visionary, and inspirational leader to propel the California Community Colleges forward to achieve even greater prominence. The California Community Colleges (CCC) is the largest segment of higher education in the nation and educates more than 2.1 million students. The CCC is undergoing one of the most exciting and productive periods in its history and seeks a dynamic leader who can move the system forward in the service of students and the State of California.

The California Community Colleges are at the forefront of leading California's efforts to provide higher education opportunities and access to the most diverse and growing population in the nation. Nearly 70% of the student population is comprised of students of color, and more than 50% of students receive Board of Governors fee waivers.

Through its Student Success Scorecard, the CCC has developed the most robust and transparent accountability system in the country. Its 113 colleges serve as the backbone of the state's system of quality academic education and workforce training development. The next chancellor will take the helm as the Board of Governors embarks on the ambitious task of preparing a new strategic plan defining the vision and values that will shape and move the CCC forward for the next decade. With crucial building blocks for student achievement and accountability now in place, the CCC is poised to accelerate and enhance educational outcomes for its most disadvantaged students. The Board of Governors approaches the search for a new chancellor with a keen sense of urgency to expand pathways leading to student completion, strengthen accountability measures, close the achievement gap, and support enduring institutional change that will address basic skills needs, career and technical education, adult education, and student equity.

Generous support from the California Legislature and governor for the California Community Colleges reflects current national and state acknowledgement of the importance of community colleges in preparing students for the world of work and ensuring the success of students transferring to the university. Dramatic recent increases in state funding support numerous statewide initiatives and which have resulted in an impressive list of accomplishments including significant increases in the expectation of student completion and achievement, nearly doubling the transfer rate of students, a renewed commitment by the 72 California community college

districts to promote equity and diversity, and a more than \$60 million investment in full-time faculty hiring.

The chancellor serves as a prominent leader in the state and partners with the Chancellor of the California State University (CSU) and the President of the University of California (UC) to implement California's Master Plan for Higher Education.

The chancellor is appointed by the Board of Governors and provides statewide leadership to the nation's community college system. He or she serves as the chief executive officer of the Chancellor's Office and supports and provides assistance to its 72 districts, including serving as the fiscal agent for state funds, approving educational programs proposed by the colleges, reviewing plans for construction projects, enforcing regulations by the Board of Governors, and coordinating statewide planning for the future of the system. The chancellor serves as the liaison to the Governor's Office and the California Legislature.

Key Opportunities and Challenges Facing the Next Chancellor

The new chancellor will provide leadership to a strong Chancellor's Office committed to supporting enduring change, overseeing key initiatives, maintaining accountability, and supporting opportunities for statewide advancement of community college education. As the chief ambassador for community colleges, the chancellor will build strong partnerships and relationships with national, state, and local government officials, business and civic leaders, and the public schools, colleges, and universities throughout California and the nation. The chancellor will address the following key challenges and opportunities:

Scaling up of models to improve basic skills remediation;

- Successful implementation of the landmark pilot of 15 bachelor degree programs at 15 colleges;
- Maintaining momentum in the implementation of the Associate Degree for Transfer program with the California State University and the Transfer Pathways program with the University of California;
- Enhancing wraparound student support services for greater student access and success;
- Implementation of a system-wide equity initiative designed to close student achievement gaps and enable the 113 colleges to better reflect the diversity of California, thereby enriching student success;
- Spearheading systemwide discussions on the future of the accreditation process for all California community colleges and ultimately implementing the Board of Governors' direction for potential changes to the existing accreditation model;
- Implementing recommendations by the Strong Workforce Task Force to prepare students for high-value jobs in California's strongest existing and future industry sectors; and
- Improving institutional effectiveness through statewide coordination of technical assistance, professional development, and accountability measures.

Ideal Characteristics:

The California Community Colleges seek a visionary leader who has a passion for all students and their success, is dedicated to the community college mission, has a strong history of advocacy on behalf of public education, and who will make a commitment to lead the system for a minimum of five years.

Strategic Leadership

We seek a chancellor who possesses the following characteristics:

- A results-oriented leader who is skilled in outreach and cultivating relationships that support the advancement of the system and which enhance opportunities for students to succeed;
- An effective and persuasive communicator for the system who articulates a vision and educates and energizes;
- A dynamic leader who can assemble a strong team and empower them to effectuate positive change in a highly regulated system;
- An innovative leader with the demonstrated ability to take strategic risks, develop deliberate and measurable goals, and translate them into action; and
- An entrepreneurial leader committed to diversifying funding streams in partnership with the Foundation of California Community Colleges by building external community relationships.

We are looking for an exceptional individual who can demonstrate the following qualities:

- Has addressed student success and access at all levels and the barriers students face in seeking to achieve their academic and career training goals;
- Has a sense of urgency for improvement and who has exhibited a collegial, transparent style that builds trust and encourages creativity;
- Has demonstrated resilience and flexibility in the face of unexpected constraints, has a proven ability to implement change and manage conflict, and who perseveres in the face of challenge;
- Has demonstrated commitment to student success at all levels and supports a collegial environment, values shared governance, and actively engages all constituents.

Experience

The ideal candidate for chancellor possesses the following experience:

- Has a track record as a strategic thinker who serves as a forceful advocate for students and actively engages external stakeholders;
- Has demonstrated experience with academic instruction including basics skills, transfer programs, and career and technical workforce education;

- Has experience as a politically astute leader with a history of successful advocacy, including working with elected and appointed public officials including boards of trustees and the K-12 and higher education systems;
- Has experience gaining an understanding of the workforce development needs of business and industry and has effectively responded to their needs
- Has a deep and demonstrated commitment to valuing and promoting diversity;
- Has a history of establishing robust community relationships and strategic partnerships with a broad range of organizations;
- Has a comprehensive understanding of accreditation issues;
- Has a successful track record of managing budgets and demonstrating excellent fiscal management;
- Has experience working with foundations to facilitate and promote effective resource development ;
- Has worked and collaborated with stakeholders groups and has an understanding of California’s model of participatory governance.
- Has demonstrated integrity and high standards and expectations and is a persuasive negotiator, facilitator, and collaborator; and
- Has the capacity to inspire others and possesses the exceptional communication skills to work effectively with the Board of Governors, college presidents, faculty, classified professionals, administrators, students and Chancellor’s Office staff.

Minimum Qualifications

- An earned doctorate from a regionally accredited institution is highly preferred.

The Board of Governors of the California Community Colleges is an equal opportunity employer – equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. It is expected that the successful candidate will further this commitment.

SAMPLE JOB AD #6

FORT HAYS STATE UNIVERSITY

FOUNDATION

The **Fort Hays State University Foundation** of Hays, KS, invites nominations and applications for the position of President /CEO. Additional information regarding the position can be found at <http://foundation.fhsu.edu/employment.php>

The position will be open until filled, but to assure best consideration, applications should be received electronically (one PDF file preferred) by **March 25, 2016**. The application should include a signed letter of interest, specifically addressing the applicant's background in relationship to qualifications of the position (not more than two pages); a current résumé (or curriculum vitae); and the names of at least three professional references with each person's position, office or home address, e-mail address, and telephone number. References will not be contacted without prior authorization from the applicant. Please send application documents to **foundation@fhsu.edu**.

All applications will remain confidential. The new President /CEO will assume office on July 1, 2016, or as negotiated.

Background Check: Final candidate will have consented to, and successfully completed, a full criminal background check.

(Note: could not paste/copy b/c detailed description is PDF. Follow web link for full job description)

SAMPLE JOB AD #7

College President

THE COMMUNITY

Clovis and Fresno residents enjoy a strong combination of rural and cosmopolitan living. With a population of over 900,000, Fresno County is one of the fastest growing counties in the state, boasting a diverse population.

Less than an hour from the Sierra Nevada mountains, Clovis and Fresno are the only cities in the nation that offer easy access to three national parks: Kings Canyon, Sequoia, and Yosemite.

Seven nearby lakes offer sailing, fishing, boating, water skiing and relaxing nearly year-round.

Living in the Clovis and Fresno area allows winter sports such as skiing and snowboarding to be day trips or weekend getaways.

Clovis and Fresno's unique central location offers its residents the opportunity to live within short driving distances of Los Angeles, San Francisco, Carmel, Big Sur, Monterey, Morro Bay and San Simeon - home of the famous Hearst Castle.

Art enthusiasts can enjoy ten theater groups, an opera association, a philharmonic orchestra, eight museums and numerous art galleries. Sports enthusiasts can benefit from year-round golf and country clubs of championship caliber. Tennis courts and recreational parks are strategically placed throughout the city. Farmers markets abound with the fresh just-picked produce grown in the area. Baseball fans can see Fresno's Triple-A baseball club, the Fresno Grizzlies. With a Mediterranean climate that is conducive to outdoor relaxation, cultural and social enjoyment, Fresno will welcome you into its heart.

Clovis Unified School District has five comprehensive high schools and a charter high school called the Center for Research and Technology that is shared with Fresno Unified School District. Clovis Unified School District has the highest student test scores in the central valley and Clovis Community College has a number of dual enrollment partnerships with this local school district.

THE POSITION

The chancellor and board of trustees of State Center Community College District (SCCCD) are seeking a college president for Clovis Community College (CCC). The new college president will provide unifying and participatory leadership to a dynamic, complex, diverse urban college. The president will build upon the college's strong legacy of achievement and leadership in the community.

The college president reports directly to the chancellor of SCCC.

CCC is known for its pioneering spirit and positive climate. The staff and leadership have created a college that is innovative, responsive, and collegial and focused on student success. The chancellor and board of trustees are seeking a leader who can facilitate and nurture this climate, even as the college grows and changes.

THE DISTRICT

State Center Community College District was formed in 1964 when it assumed control of Fresno

City College and Reedley College. The district serves approximately one million people and 17 unified and high school districts in more than 5,500 square miles of urban and rural territory that includes most of Fresno and Madera counties, and portions of Kings and Tulare counties. The district is governed by a seven member board of trustees, representing seven trustee areas. Total district enrollment for the 2014-2015 was 48,682 students (estimated annual FTES is 27,110). The total operating budget for the district in 2015-2016 is over \$225 million.

CLOVIS COMMUNITY COLLEGE

Clovis Community College is the newest college in the State Center Community College District, and in the California Community College System. The college provides the advantages of a medium-sized community college campus in a friendly and contemporary setting, serving more than 9,020 students from the Fresno, Clovis and foothill communities with a variety of higher education learning opportunities. Clovis Community College provides a broad, technology based curriculum that meets the individual educational needs of our clients in a global environment.

History

In response to the tremendous growth in the northeast Fresno and Clovis areas, the new 110 acre Clovis Community College opened for the 2007 fall semester. The 80,000 square-foot academic center one (AC1) includes a state-of-the-art computer lab, classroom facilities, art studio, bookstore, multi-media studio, physics and science laboratories, assembly hall, distance learning classrooms.

Phase II (AC2) of the Clovis Community College site, which opened in July, 2010, includes an additional 80,000 square-foot academic center that houses allied health and science laboratories, fitness center, dance studio, library/learning center, student services, offices and classrooms.

The campus also has a bookstore and internet cafe for student and staff convenience. The college also has the Clovis Community College, Herndon Campus, located approximately 3 miles away for the main campus to provide additional classroom space.

Comprehensive Programs Designed to Help Students Meet Their Goals

A large number of students attend Clovis Community College to fulfill their general education requirements and/or prepare for transfer to four-year institutions. In addition to the transfer function, career technical programs leading to certificates and associate degrees reflecting the most current job skills and knowledge have been established. High demand occupational programs offered include: criminology, child development, business, computer/information systems, and multimedia/graphics.

A \$6 million licensed child care facility is available on the new college campus for high school and college students taking child development and pre-teaching courses. Funding was secured to construct the state-of-the-art Early Childhood Education Center through collaboration with the State of California, Clovis Unified School District, and State Center Community College District.

CLOVIS COMMUNITY COLLEGE VISION STATEMENT

The Clovis Community College is the college of choice for academic excellence, innovation, and student achievement.

Our multi-faceted approach, including but not limited to, student contact, technological outreach, and building community partnerships, will provide a comprehensive system of learning opportunities and educational support services.

CLOVIS COMMUNITY COLLEGE MISSION STATEMENT

Creating Opportunities - One Student at a Time

- We embrace diversity and serve all students of the community.
- We believe education is based on integrity, generosity, and accountability.
- We foster critical, creative, and engaged thinking.
- We support student success by preparing students for their futures and for the community's future through career/technical certificates, degrees, and transfer programs.
- We cultivate community partnerships to enhance student learning and success.
- We engage in reflective, data-driven cycle of research and innovation focused on learning and student outcomes.

OPPORTUNITIES AND CHALLENGES

- The new college president of Clovis Community College will foster the continuance of the positive college climate that is based on collegiality, mutual trust and respect, and participatory governance.
- Inspire, encourage, and empower college staff and faculty to provide excellent programs and services that lead to student success and completion.
- Ensure a college climate that values diversity in its students and staff, and promotes cultural proficiency.
- Expand the college's career and technical education programs and offerings.
- Lead the college's efforts to create and follow a comprehensive strategic plan, based on a widely accepted view of its future.
- Acquire revenue from non-traditional sources and carefully allocate fiscal resources, including practicing effective enrollment management.
- Partner with business and industry, local education (P-16), and other governmental and non-profit agencies in order to meet the needs of the community.
- Be a strong advocate for Clovis Community College while also maintaining positive working relationships with colleagues at Reedley College and the Madera and Oakhurst Community College centers, Fresno City College, and the district office.
- Honor and support what is working well at Clovis Community College while leading the change that will be necessary as it develops, grows and creates its own identity.

PREFERRED PERSONAL AND PROFESSIONAL CHARACTERISTICS:

- Evidence of a commitment to teaching/learning and the vision of a learning-centered institution and community.
- Knowledgeable of accreditation standards and practices.
- Committed to and practices participatory governance, and promotes collegiality.
- Superb communication skills, including active listening.
- A cheerleader who excels at building and maintaining a team spirit.
- Successful experience in a multi-ethnic environment.
- Skilled at meeting the needs of both traditional and non-traditional students.

- Visible, accessible and approachable on college and in the community.
- Active with students and supportive of building a climate that encourages student engagement.
- Known for honesty, integrity, caring and encouragement.
- Evidence of decisive leadership and the ability to be flexible.
- Experience partnering with numerous community representatives, including education, business and industry, government and non-profit organizations.
- Practice effective fiscal and enrollment management.
- An entrepreneur who acquires non-traditional resources for the college.
- Successful experience as a leader in the use of technology to facilitate learning.
- Commitment to and knowledge of community and economic development.
- An effective team member of the Chancellor's Cabinet.
- An optimist who has a sense of humor and enjoys their role in supporting the college's mission.

MINIMUM QUALIFICATIONS:

- An earned master's degree from an accredited higher education institution.
- Successful senior administrative-level experience in progressively responsible, reasonably related executive positions.
- Successful candidate must demonstrate a strong record of achievement that includes administrative experience in educational institutions, business, industry, government and/or non-profit organizations.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds of community college students.

PREFERRED QUALIFICATIONS:

- An earned doctorate degree from an accredited higher education institution.
- Senior administrative leadership experience in higher education.
- Teaching/counseling experience in higher education.

ESSENTIAL FUNCTIONS OF THE POSITION:

- Under administrative direction of the chancellor and in accordance with provisions of the California Education Code, the rules and regulations of the Board of Governors of the California Community Colleges, and the policies and administrative regulations of the district, the college president of the Clovis Community College performs the following duties:
 - Serves as the chief executive officer of the Clovis Community College.
 - Leads the development of the college's strategic plan and evaluation of the achievement of the college's goals and objectives.
 - Advocates for the college using a collaborative, collegial leadership style that also supports the district's strategic plan and achievement of district-wide goals and objectives.
 - Develops and utilizes procedures to effectively allocate the resources of the college to optimize the achievement of the college's goals and objectives.

- Establishes and implements procedures that enhance the college's administrative and governance processes and community college center-wide communications.
- Leads the evaluation of the college programs and services and ensures the use of research and evaluation data in institutional planning.
- Leads, in collaboration with the assistance of the college staff, improvements in the college programs and services.
- Leads the college in collaboration with the assistance of the college staff, development of the educational specifications for facilities required to support the college programs.
- Ensures adherence to the institutional accreditation policies, standards and eligibility requirements.
- Leads the development of the college budget and ensures management of the college financial affairs in conformity with district fiscal policies and procedures.
- Encourages and supports the development of college public relations, service to the community, and student outreach.
- Promotes articulation among the college and other K-12 schools, colleges, and universities - both locally and nationally.
- Approves all job assignments, duties and responsibilities of academic and classified personnel.
- Chairs the president's cabinet, participates as a member of the chancellor's cabinet, and participates in meetings of the board of trustees.
- Keeps the chancellor informed of the college programs and services, as well as the needs and accomplishments of the community college center.
- Represents the college at meetings of appropriate educational agencies and organizations.
- Ensures the college compliance with federal, state and district policies on equal employment opportunities, and shall endeavor to protect students, employees and members of the community from all discrimination, including sexual harassment.
- Ensures that all employees work within the duties and responsibilities described in class specifications and follow all policies, rules, regulations, bargaining agreements, and procedures of the state and the district, including the requirement that access to privileged information be carefully protected.

SAMPLE JOB AD #8

President, North Arkansas College

The Board of Trustees seeks an experienced, innovative, and visionary leader who is committed to academic excellence and student success who will work with the faculty, staff and the Board of Trustees to implement a comprehensive program of instruction and services that fulfill students, community and workforce needs. He or she will build and maintain strong community and legislative relations, provide leadership for achieving the College Mission, and assure institutional fiscal integrity and responsibility. The ideal candidate is a servant leader who is student focused and will build upon Northark's Mission to provide affordable and convenient opportunities for learning. This leader should have the vision to capitalize on the unlimited potential of Northark's technical and allied health programs, ensure transferability of credits, and increase connection with K-12 educational partners.

Qualifications

- Possess an earned doctorate from an accredited institution with a minimum of 5 years of successful experience in progressively responsible positions in higher education including position(s) at the senior executive level. Experience in a senior leadership role at a technical/community college is strongly preferred. Previous presidential experience is preferred.
- Present a strong academic and organizational background reflecting progressive levels of responsibility and accomplishments at each successive level that would indicate the ability to lead North Arkansas College on a path of continuing growth and excellence.
- Document an employment history reflecting an expertise in financial management that indicates the skills to effectively administer public higher education funding, meet state and federal regulations, and maximize the acquisition of external funding sources.
- Demonstrate exceptional interpersonal, written and oral communication skills, and use those skills to convey the College's achievements and plans to both internal and external stakeholders.
- Demonstrate active listening skills and a commitment to being visible and accessible in order to enhance trust and foster a positive campus climate for students, faculty, staff and administrators.
- Document a role in joining with Governing Boards in the implementation of strategic plans designed to ensure the continual growth and vitality of the institution.
- Demonstrate successful experience with the Higher Learning Commission and the AQIP accreditation process or demonstrated results in academic program development, review, viability, oversight, and administration.
- Document experience in building relationships and developing partnerships with businesses, service area public schools, health organizations, industry, and community leaders.
- Document evidence of the implementation of enrollment management strategies that have increased student retention and growth.
- Document history of successful leadership of technical, allied health and workforce training programs strongly preferred.
- Document successful experience as a Faculty member at a community/technical college or university preferred.

Expectations

- Be the servant leader that continuously guides North Arkansas College to new levels of excellence.
- Grow the College around community and student needs.
- Establish, maintain, and strengthen community connections by:
 1. Further develop K-12 linkages and involvement, including partnerships on dual enrollment and articulation agreements that create seamless pathways to jobs and advanced degrees.
 2. Strengthen collaborative partnerships to prepare our students for the 21st century workforce.
 3. Actively seek input from the citizens and businesses within our service area to ensure we are meeting the needs of our community and our students.
 4. Promote and market the value of our degree and certificate programs and workforce training opportunities.
- Provide support for the Faculty's role in determining curriculum and educational delivery.
- Understand and apply the role of emerging technologies in educational applications.
- Recruit, hire, and monitor highly qualified administrators, faculty, and staff.
- Model an atmosphere of openness, respect, and transparency.
- Demonstrate an understanding of the culture of North Arkansas College and energetically advocate, promote, and champion the core values of the College to the public.

Application Process

Applications will be accepted until the position is filled; however, to ensure maximum consideration, materials should be received in Human Resources by March 31, 2016. The application packet will consist of:

- Letter of interest
- Current resume
- All materials should be in .pdf, .doc or .docx file formats
- Application materials should include evidence of listed qualifications
- Completed North Arkansas College application containing a valid e-mail address and phone number. The application can be accessed here:
<https://www.cognitofrms.com/NorthArkansasCollege1/EmploymentApplication2>
- Unofficial copies of transcripts reflecting the required degree
- References from eight sources including two supervisors, two subordinates, two community members, and two faculty members. References will not be contacted without permission.

SAMPLE JOB AD #9

Minnesota State Colleges and Universities invites applications and nominations for president of Rochester Community and Technical College

Rochester Community and Technical College (RCTC) seeks a visionary leader to work with college faculty, staff, students, and the community in an energetic pursuit of its mission. Established in 1915, RCTC is the largest higher education provider in the fastest-growing city in Minnesota, serving more than 8,000 students a year in credit courses and nearly 3,700 in non-credit continuing and workforce education programs. RCTC combines the best in liberal arts, technical, and life-long learning with more than 70 credit-based programs and over 100 credential options.

RCTC's expansive 518-acre campus includes university partnerships, a diverse student body, and a vibrant student life program. RCTC provides a unique learning environment that offers the feel of a four-year university campus with the commitment to access and opportunity of a two-year college. This year, RCTC will complete the final phase of construction on facilities that house the region's workforce center and an innovative partnership program with Rochester Public Schools, and is in the design phase of a new instructional and faculty office building. RCTC is accredited by the Higher Learning Commission and participates in its Academic Quality Improvement Program (AQIP). The college's site visit is scheduled for spring 2017.

RCTC is located in Rochester, MN, home of the world-renowned Mayo Clinic, the largest private employer in the state. A newly funded public-private partnership initiative, Destination Medical Center (DMC), aimed at securing Rochester's status as a global medical destination, is expected to result in over \$6 billion in investments in Rochester over the next 20 years, creating over 30,000 new jobs, and doubling the population of the Rochester region. As the number one provider of trained workers to Mayo Clinic and the Rochester region, RCTC is a critical partner in providing the education and training needed to meet employer demands.

RCTC is a member of the Minnesota State Colleges and Universities (MnSCU) system. With 24 two-year colleges and seven state universities, MnSCU is the largest provider of higher education in the state of Minnesota. Under the leadership of Chancellor Steven Rosenstone, MnSCU is committed to ensuring access to an extraordinary education for all Minnesotans; being the partner of choice to meet Minnesota's workforce and community needs; and delivering to students, employers, communities, and taxpayers the highest value, most affordable option.

Reporting to the chancellor, the RCTC president serves as chief executive officer responsible for leading the faculty and staff in fulfilling the college's mission. The president serves on the system's leadership council, which consists of the chancellor, the chancellor's cabinet, and the 31 college and university presidents. As a member of the leadership council, the president will contribute to the overall direction of the nation's fifth-largest system of higher education.

Qualifications and Characteristics

The successful candidate will demonstrate most, if not all, of these qualifications:

- Strong leadership skills necessary to provide vision and direction to the college, community, and the MnSCU system
- Strong proponent of the community and technical college missions
- Progressively responsible experience in higher education administration or other extraordinary leadership experiences at a complex organization
- Experience and leadership with shared governance and collegial and collaborative management style
- Experience in collective bargaining environment
- An appropriate combination of education, training and experience in program and curriculum development, fundraising, governmental relations, accreditation process, and budget and fiscal management
- Champion for student success
- Values and seeks opportunities to build relationships and partnerships with business, education, and other community leaders
- Demonstrated ability to lead in an innovative environment and encourage out-of-the-box thinking
- Success in data-based decision making
- Ability to lead the college in an authentic, collaborative, and transparent manner with integrity and respect
- Demonstrated experience advancing diversity and inclusion
- A visible, engaged, and accessible presence with students, alumni, community leaders, and friends
- Experience partnering with K-12 systems and baccalaureate institutions
- Exceptional oral and written communication skills effective with a broad range of audiences
- An earned doctorate is preferred but not required

SAMPLE JOB AD #10

PRESIDENT, MALCOLM X COLLEGE

CITY COLLEGES OF CHICAGO

Consider being a part of CCCs transformation and join the 5,800 faculty and staff who serve 120,000 students at seven campuses and six satellite sites city-wide. Malcolm X College (MXC) is the healthcare hub of City Colleges College to Career (C2C) initiative. The School of Health Sciences at Malcolm X provides a variety of allied health programs to students interested in completing two year associate degrees and/or obtaining credentials in the health sciences that will lead to careers in the high growth healthcare industry.

The President is the chief executive of MXC and is responsible for ensuring that all academic, fiscal and operational activities of the campus are conducted in alignment with the Districts strategic plan and priorities. He/she must be an exceptional leader to continue to guide the institution into a new era of stature and educational achievement and demonstrate a deep commitment to student success.

Key Responsibilities:

- Responsible and accountable for providing strong, decisive leadership in achieving the Reinvention goals.
- Collaborates with District leadership in developing the annual metrics for measuring success in achieving the aforementioned goals.
- Ensures that the strategic plan for the College advances the Districts strategic plan, mission and objectives, and promotes revenue, profitability and growth of the institution. Contributes/acts in concordance with the team-based initiatives of the Districts officers.
- Provides strong and energetic leadership focused on student access, learning effectiveness and student success in an environment that embraces diversity.
- Oversees MXCs operations to ensure efficiency, quality, service and cost- effective management of resources and adherence to District policies.
- Plans, develops and implements strategies for generating resources and/or revenues for the District.
- Conducts all personnel matters in accordance with the human resource policies of the District and ensures compliance with established district-wide policies and objectives, as well as compliance with regulatory agencies.
- Meets and works with various community and organizational groups. Solicits and encourages participation in the College.
- Assists in the development of the budget and ensures the appropriateness of all expenditures.
- Updates the District on College operations, current trends, future goals and areas of improvement.
- Represents the College and District at Board meetings, legislative sessions, committee meetings and at formal functions.
- Performs other duties as added or modified.

Qualifications:

Successful applicants should possess a minimum of 10 years of progressive senior management experience in either an academic institution, business or other organization of similar scope and complexity.

The ideal candidate will have an outstanding track record of professional achievement and demonstrated success in strategic planning and fiscal management. Applicants should have the ability to provide effective leadership of the Colleges academic programs, accreditation process, and innovative instructional technology initiatives.

An advanced degree is strongly preferred; however, a combination of education and professional experience may be taken into consideration based on the applicants credentials.

Personal Characteristics:

- Highly developed leadership capabilities, exhibiting solid business acumen and understanding how to influence all levels and across all functions of a multicultural institution.
- Strong relationship building and managing through influence skills are essential, as is ability to quickly capture the trust and respect of individuals across the College.
- Expertise as a team builder who promotes collaboration and information sharing across all functional areas. Includes ensuring a diverse representation, both culturally and departmentally, throughout decision-making process.
- Professional written and verbal communication and interpersonal skills. Ability to communicate and interact with officials at all levels and to work effectively with a wide range of constituencies in a diverse community.
- Ability to motivate teams and simultaneously manage several projects.
- A proven reputation as a strategic, analytical, big picture thinker and visionary. At the same time, a hands-on leader who inspires confidence at all levels of the institution.
- A proactive mindset and results-orientation that inspires the organization to focus on continuous improvements that positively impact the College.

SAMPLE JOB AD #11

Athabasca University's next President will have the mandate to make a profound and transformative impact on its future.

Athabasca University (AU), Canada's only open University, is dedicated to removing the educational, geographical, financial, social and cultural barriers that often limit access to post-secondary achievement. In doing so, AU provides access to university-level study to a broad range of students, transforming lives and enriching families and communities by increasing the equality of educational opportunity for adult learners worldwide.

The President is the chief executive officer and is responsible to the Board of Governors for strategic direction and the entire academic and administrative operation of the University. The President provides leadership and works collaboratively with the General Faculties Council, faculty, staff and students, as well as all members of the community, to advance the mission and vision of AU.

The next President will possess transformational leadership capabilities, the ability to work within a collegial decision-making model and forge consensus within a diverse constituency. Competencies in these areas will be gained through experience in the higher education and/or corporate sectors.

With a passion for open and on-line education, the next President will be a relationship builder and inspirational communicator who brings deep listening skills and the ability to foster relationships and partnerships with AU's many internal and external communities. A proven and influential leader who appreciates and encourages innovation in all forms, he or she will have the ability to bring together a geographically dispersed workforce to positively focus and deliver on the vision and strategy of AU and create fiscal sustainability. A champion of access to higher education for students, the President will have a strong business acumen, a comprehensive understanding of technology, and an appreciation and respect for teaching, research and the role open access and on-line education plays in today's society. For more information about AU please visit: www.athabascau.ca.

Athabasca University develops and maintains an environment that supports equitable working conditions for individuals traditionally unrepresented in universities. AU is committed to employment equity, encouraging applications from women, indigenous peoples, persons with disabilities, and members of visible minorities. All qualified candidates are encouraged to apply; however Canadians and permanent residents of Canada will be given priority.

This is an exciting and challenging opportunity to serve in a leadership role at Canada's leading on-line university. To learn more, please contact The Geldart Group at 604.926.0005 or forward your CV, a letter of introduction and the names and contact information of three referees, in confidence, to aupresident@thegeldartgroup.com.

SAMPLE JOB AD #12

A member of the Pennsylvania State System of Higher Education

PRESIDENT

Edinboro University of Pennsylvania invites applications and nominations for the position of President. The President is the chief executive officer of Edinboro University and reports to the Board of Governors through the Chancellor and works collaboratively with the Edinboro University Council of Trustees.

The President serves Edinboro University and its constituents through leadership in the development and communication of a broad institutional vision for achieving excellence. The President is the primary public spokesperson for Edinboro University and takes an active leadership role in building strong ties with the community.

Located in the resort community of Edinboro, the University is only 18 miles from Erie and within 100 miles of the educational and major population centers of Buffalo, Cleveland, and Pittsburgh. Edinboro provides large metropolitan amenities nearby, yet it provides small town charm and hospitality. Edinboro University is an aesthetically inspiring campus with over 45 buildings on a spacious 585-acre campus, which includes a five-acre lake, open fields and woods, 11 on-campus residence halls for approximately 2,560 students, and a modern seven-story library with more than 480,000 bound volumes and 1.3 million microform units. The University also founded Porreco College in Erie (2014) which offers associate degrees and other professional development programs designed to prepare students for immediate employment or continue their education at the University. In addition, Edinboro University's Online Campus includes a variety of undergraduate and graduate web-based programs and courses to ensure flexible learning.

Edinboro University is comprised of two colleges and three schools – College of Arts, Humanities, and Social Sciences, College of Science and Health Professions, School of Business, School of Education, and School of Graduate Studies and Research. Edinboro University is accredited by the Middle States Commission on Higher Education.

The ideal candidate should possess an earned terminal degree or credentials sufficient to engender the respect from the academy and the community-at-large and the educational background to demonstrate a commitment to academic quality.

It is preferred that the candidate will have progressively responsible administrative/managerial experience in higher education, classroom experience at the university level, experience with resource development including fundraising and building external relationships. Edinboro University's President will be an experienced leader who has demonstrated the implementation of a vision, is comfortable in a shared governance environment, excels at management and resource development, and is a team player and communicator who can articulate and build support for the vision for Edinboro University.

Greenwood/Asher & Associates, Inc. is assisting Edinboro University of Pennsylvania in the search. Initial screening of applications will begin immediately and continue until an appointment is made. For best consideration, materials should be provided by March 9, 2016. Nominations should include the name, position, address, and telephone number of the nominee. Application materials should include a letter addressing how the candidate's experiences match the position requirements, a resume and contact information for at least five references. Submission of materials as PDF attachments is strongly encouraged.

SAMPLE JOB AD #13

PRESIDENT

Located on 35 acres of the Springfield Armory National Historic Site and founded in 1967, **Springfield Technical Community College** is a major resource for the economic vitality of Western Massachusetts. As the only technical community college in Massachusetts, STCC offers a variety of career programs unequaled in the state. Biotechnology, IT Security, Laser Electro-Optics, Nursing, Robotics, Sonography, Telecommunications and dozens of other career programs produce potential employees each year. STCC's highly-regarded transfer programs in Business, Engineering, Liberal Arts, Science and Technology continue to provide the most economical option for students pursuing a four-year degree. With an annual enrollment of over 8,700 day, evening, weekend and online students STCC is a vibrant campus rich in diversity.

The College seeks an innovative, engaging, collaborative leader who will be the face of the College in the region, the state and nationally. The new President will get to know the members of the College community and seek out their expertise as the College builds on its strengths to address changing community needs and demographics.

The President of Springfield Technical Community College will be a deeply committed member of our community who will ensure that our programs and services provide meaningful academic, employment and/or transfer opportunities. The President will bring energy, innovation and a vision for the future of the College, and

- Serve as an exceptional spokesperson and advocate for the College with the state legislature and Board of Higher Ed, and collaborate with other Massachusetts community college leaders for appropriate support and financial resources.
- Enhance the College's enrollment and retention strategies to assure continued student completion and success.
- Engage and assist faculty and staff in their own growth as they support students in their efforts to transform their lives.
- Ensure continuous assessment of educational programs and degree offerings to meet the changing needs of students and regional employers.
- Proactively manage and address pressing infrastructure needs that arise with a campus on a national historic site.
- Support the faculty and staff as they continue to build relationships and partnerships to grow opportunities and programs for our students and the communities served.
- Increase the College's visibility and promote the College's successes throughout the City of Springfield and the region in order to increase enrollment and funding.