COMMITMENT TO MISSION:
This job carries with it the obligation to uphold the Mission of Lone Star College (LSC) in carrying out the duties of the position. A commitment to positive interpersonal behaviors, professional communication, diversity, integrity, leadership, stewardship, respect and accountability to LSC students and employees is essential.

PURPOSE AND SCOPE:
Reporting to the Chancellor, position serves as Chief Academic Officer for Lone Star College. Works collaboratively with System Office Vice Chancellors and Campus Presidents to develop a culture based on mutual respect and decision making and to ensure the highest quality of services is provided to Academic areas at colleges.

Provides oversight of multiple System-wide areas and functions, including but not limited to International Programs, Honors College, Library Services, Health Profession Programs and Bachelor’s Degrees, LSC-Online, SACS Accreditation, Pathways and Dual Credit, and curriculum and program review functions, including responsibility for new program development, review and recommendations for sunsets.

ESSENTIAL JOB FUNCTIONS:
1. Participates in executive-level decision making and fully supports Lone Star College strategic priorities, including the following:
   1. Academic and workforce
      • Student success
      • Financial responsibility and accountability
      • Educational partnerships
      • The establishment of a culture that values employees and students
      • The Lone Star College Foundation
      • A commitment to high ethical and professional standards.
   2. In collaboration with the Vice Chancellor for Student Success, ensures compliance with SACS and Texas Higher Education Coordinating Board requirements.
   3. In collaboration with campus presidents, ensures appropriate compliance and accreditation of all academic departments. Works closely with presidents to ensure consistency, efficiency and cooperation across Lone Star College.
   4. In collaboration with LSC campuses, manages Dual Credit agreements and relationships.
   5. Fully understands and actively supports Lone Star College budgeting philosophies, allocation models and financial accountability for areas of responsibility. Participates in and supervises the preparation and recommendation of detailed budgets, with cost estimates, for functions and programs supervised.
   6. Fully understands and actively supports Lone Star College Human Resource policies, procedures and practices. Develops and implements a plan of organization including hiring, termination and the assignment of responsibilities to personnel in accordance with Lone Star College policies. Included in this plan is a demonstrative commitment to diversity reflective of the community and student body.
   7. Develops and implements a planning and evaluation system and reports the results of all such evaluations to the Chancellor in a timely manner.
8. Engages in appropriate professional development activities. Presents at least once annually at a national level professional meeting/conference and once annually at a State or regional conference.

9. Represents assigned departments in community and civic activities, supporting the programs of the LSCS Foundation and maintaining positive relationships with governmental and educational entities within the college’s service area, including members of the Legislature.

10. Oversees the development and implementation of System strategic plans.

11. Serves as member of the Chancellor’s Cabinet.

12. Performs all other duties necessary to accomplish the objectives of LSC and/or as assigned by the Chancellor. Initial assignment and/or reassignment of duties consistent with that of a Vice Chancellor will be made by the Chancellor in accordance with the needs of the System

KNOWLEDGE, SKILLS AND ABILITIES:

• Commitment to student success, collaboration, familiarity with challenges and opportunities in a large, multi-campus community college system, and a respect for the unique cultures of the individual campuses.
• Strong reliance upon data in decision-making.
• High level of integrity, creativity, the ability to follow-through and a sense of humor are key.
• Knowledge, understanding, and practical application of Lone Star College policies and procedures.
• Ability to work independently and make decisions based upon Board policies.
• Ability to direct system-wide financial and business activities through subordinate managers.
• Ability to establish and maintain effective working relationships with administrators, staff and the public.
• Ability to display personal initiative and autonomy.
• Ability to establish strategy and direction across LSC.
• Ability to promote diversity and maintain a positive attitude in demanding work environment.
• Ability to set priorities and handle multiple tasks simultaneously.
• Excellent skills in utilization of computer systems to extract and report information.
• Excellent written and verbal communications are critical in this position.
• Excellent analytical and problem-solving abilities.

PHYSICAL ABILITIES:
Minimal physical effort is required

WORK SCHEDULE AND CONDITIONS:

• Equipment used includes, PC workstation running on a LAN in a Microsoft Windows environment, calculator, phone and other general office equipment.
• Interface with internal and external contacts as needed to carry out the functions of the position.
• Work is performed in a climate-controlled office with minimal exposure to safety hazards.

REQUIRED QUALIFICATIONS:

• Doctoral degree and at least 5 years of senior level management experience at the Vice President level or above in higher education.

APPLICATION PROCESS:

This is a confidential search process guided by an external search consultant, Dr. Dennis Michaelis, who is the ONLY recipient of your materials. The following three items are required to be submitted directly and only to the search consultant via e-mail attachments:

1. COVER LETTER, limited to no more than 4 typed pages, detailing how your education experiences/background align with this Position Profile.

2. RESUME, limited to no more than 6 typed pages.
3. REFERENCES, limited to 1 typed page, and including two supervisors, two direct reports, two full-time faculty members, and one community reference. The references must include names, titles, business and personal phone numbers, and e-mail addresses. References will not be contacted without the consultant’s prior notification to the applicant.

**Important Note:** All attachments are to be in Microsoft Word or PDF format, and file names must begin with applicant’s initials (example: ABCcover, ABCres, ABCref,).

Review of materials will begin immediately and continue until the appointment is made. It is preferred, however, that application materials be submitted by June 8, 2018 and no later than June 12, 2018.

Transcripts will be required of all finalists. Official transcripts must be provided to Lone Star College by the successful candidate as a condition of hire.

For questions related to the search process, calendar, and Position Profile contact Search Liaison Helen Clougherty, Vice Chancellor, Chief of Staff/Board Liaison at Helen.Clougherty@LoneStar.edu.

For other questions, contact the Search Consultant via e-mail noted below (including requests for phone conversation, in which you should also list times and number at which you may be reached).

**Search Consultant:**
Dr. Dennis Michaelis
Gold Hill Associates
Dennis@GoldHillAssociates.com