



Title: **PROVOST/EXECUTIVE VICE PRESIDENT  
FOR ACADEMIC AND STUDENT AFFAIRS**

Position Number:

Hours: 40 hours/52 weeks

Salary: Salary is commensurate with experience and competitive

Reports to: President

Grand Rapids Community College invites applications and nominations for the position of Provost/Executive Vice President for Academic and Student Affairs. The Provost reports directly to the President and serves as the Chief Academic Officer with major responsibilities for strategic planning and guiding all aspects of teaching and learning in support of student success. The Provost also is charged with establishing the academic vision for Grand Rapids Community College in pursuit of its Mission, Vision, Values, and Ends through the contributions of the deans, associate deans, faculty, staff, and their respective systems of support.

Grand Rapids Community College has a 100-year history of academic excellence and a sound reputation as a premier transfer institution. It is nationally recognized for its liberal arts and occupational programs. With approximately 250 full-time and 500 adjunct faculty, learning opportunities are provided for more than approximately 30,000 credit and non-credit students enrolled in liberal arts and occupational courses. GRCC has a physical presence that includes an eight-block downtown campus, a two-block presence known as the DeVos Campus, two Michigan Technical Education Centers (M-TECs ®), and several learning centers. Grand Rapids is the second largest city in Michigan.

### **ESSENTIAL JOB FUNCTIONS (EXPECTATIONS)**

- Provide balanced leadership to the administration, faculty, and staff of School of Arts and Science, School of Workforce Development, Student Affairs, Student Success and Retention, Distance Learning and Instructional Technologies, Institutional Research and Planning, and Instructional Support.
- Lead and collaborate with the Academic and Student Affairs administration, faculty and staff to establish and communicate clear conceptual expectations, principles, and guidelines related to the academic vision and strategic planning.
- Model and champion GRCC's core values; Excellence, Diversity, Responsiveness, Innovation, Accountability, Sustainability, Respect, and Integrity.
- Work closely with the President and other College officers to provide overall internal executive leadership to, and support for, the faculty, staff, and their respective systems of support in Academic and Student Affairs through the creation, revision, and/or deletion of all policies related to Academic and Student Affairs.
- Lead college efforts to promote and sustain a rigorous and compassionate and learning-centered environment that supports student success in both credit and non-credit areas through collaborative decision making and strategic planning.
- Participate in the College's internal leadership conversations to set College goals and formulate strategies for achieving the goals that arise from these conversations.

- Guide the Academic Governing Council in the development and review of academic policies through collaborative decision making.
- Oversee academic programs and curriculum development to ensure that GRCC remains current and viable in the educational community.
- Ensure the primacy of the academic mission in all College decision-making including, but not limited to, physical and technological infrastructure, budget, fundraising, hiring, and internal and external communications.
- Oversee enrollment management to provide a learning environment that is conducive to learning, sustainable and responsive to financial conditions and community needs.
- Assure that college policies and procedures governing academic and student issues enhance the learning environment and reflect current needs and appropriate practices.
- Accountable for maintaining the College's accreditation and standing in the academic community.
- Collaborate with the chief academic officers of area institutions, transfer institutions, intermediate school districts, regional school district superintendents, government agencies, and other community organizations to promote academic partnerships, scholarships, and resources.
- Advocate for GRCC at public forums, including local, state and national meetings.
- Create an inclusive environment and ensure a diverse and representative population of faculty, staff and students through recruitment, enrollment and retention of all target populations who represent a wide range of age, ethnicity, national origin, and ability.
- Ensure an overall safe, secure, and appropriate learning environment for students, faculty, and staff.
- Oversee, as an executive budget officer, the administration of the overall budget, and collaborate with the Deans to establish budget priorities for the responsible allocation of resources for academic and student affairs including instruction, academic support, and institutional research.
- Identify new sources of revenue to support existing programs and create new programs that promote and advance the College's mission.
- Commit to the oversight of and following policies and procedures for performance evaluations of the College's collective bargaining units within Academic and Student Affairs that include Faculty Association and Educational Support Professionals plus non-union staff (Meet and Confer).
- Understand and administer the terms contracted with the College's collective bargaining units.
- Set direction for professional development programming for faculty, staff, and their respective systems of support in Academic and Student Affairs.
- Encourage and facilitate College service, community engagement, and experiential learning by all faculty and staff.

## **JOB SPECIFICATIONS**

### **Education and Credentials**

The successful candidate must possess an earned doctorate from a regionally-accredited college or university

### **Experience**

- Distinguished record of a minimum of five years as a fulltime classroom faculty member in a college or university setting
- Experience in curriculum development and design
- Five or more years of progressively responsible supervisory and management experience in a college or university with a diverse student body
- Experienced, creative administrator with demonstrated leadership skills needed to foster the continuing academic progress and vitality of the College
- A record of academic and scholarly achievement sufficient to earn the respect of the academic community
- Demonstrated commitment to promoting diversity and inclusivity

- Experience in a community college is preferred (but not required)
- Prior experience with collective bargaining in a college environment is preferred (but not required)

### **Skills and Mental Demands**

- Articulate with the ability to embrace and promote the Community College identity and philosophy
- Problem solver who shows foresight and initiative as the College faces change
- Energetic and enthusiastic with an interest in helping and supporting students, staff, faculty and the general public
- Collaborator with the ability to build trust among faculty, administration, and staff
- Flexible and handles pressure while possessing mature judgment in regards to interruptions and change
- Organized with the ability to manage numerous complex task at once
- Professional when handling sensitive or difficult situations
- Resilient and persistent and able to effectively manage setbacks
- Considerate of whole systems and the implications of plans, policies, and decisions
- Approachable and builds consensus and a shared commitment from others
- Respectful of the talents and skills of others and creates an inclusive environment

### **Physical Demands**

- Must be able to stand or sit for long periods of time
- Excellent written and oral communication skills

### **Working Conditions**

Highly visible academic position requiring a strong presence at the College and in the community at large.

### **METHOD OF APPLICATION (NOMINATIONS AND APPLICATIONS)**

Grand Rapids Community College offers the next Provost the opportunity to be part of a unique, student-focused academic community and to build upon what already is exceptional to make it even better. Applicants must have a terminal degree from a regionally accredited institution of higher education, along with a substantial leadership background. Salary considerations will be competitive.

To assure best consideration, applications should be received by May 17, 2019. The application should include a letter of interest specifically addressing the applicant's background in relationship to qualifications described (not more than four pages); a current résumé (or curriculum vitae); and the names of at least five professional references with each person's position, office or home address, e-mail address, and telephone numbers. References will not be contacted without prior authorization from the applicant. All applications will remain confidential.

The search is being assisted by Dr. Preston Pulliams, Gold Hill Associates. Nominations and applications should be sent electronically (MS Word or PDF Format) to [Preston@GoldHillAssociates.com](mailto:Preston@GoldHillAssociates.com).

Grand Rapids Community College is an Equal Opportunity Employer, committed to a diverse and inclusive work and learning environment. GRCC creates an inclusive learning and working environment that recognizes the value and dignity of each person. It is the policy and practice of GRCC to provide equal educational and employment opportunities regardless of age, race, color, religion, marital status, sex (including pregnancy), sexual orientation, height, weight, national origin, disability, veteran status or genetics in all programs, activities, services, employment and advancement including admissions to, access to, treatment in, or compensation in employment as required by state and federal law. Further information may be obtained from the EEO Office or the Office of General Counsel, 143 Bostwick Avenue NE, Grand Rapids, MI 49503-3295.