

The mission of the College is “Setting Bermuda's Students on the Paths to Success”. We are looking for dynamic and creative professionals to join our team of faculty and staff. We are a Community College with a student body of traditional and non-traditional students.

Applications are invited from qualified persons to fill the position of Vice President, Academic and Student Affairs, in the President's Office.

OFFICE OF THE PRESIDENT

Vice President, Academic and Student Affairs

The Vice President, Academic and Student Affairs serves as the College's chief academic officer and provides leadership to the student affairs areas of the College, in addition to providing professional support to the President. The position reports directly to the President and serves as a member of the Executive Team. Areas reporting to the position are: Academic divisions, Student Services, Registrar's Office, Academic Resource Centre, Library, Professional and Career Education, and accreditation.

Essential Duties and Responsibilities:

The successful candidate will serve as a member of the Executive Team and function as a team member with others who report directly to the President. He/she will provide a comprehensive, instructional vision for the College with a focus toward fulfilling the mission of the College. Will supervise and provide leadership for the staff and faculty who report directly and indirectly to the position; will be responsible for facilitating the accreditation process with The New England Association of Schools and Colleges (NEASC).

The successful candidate will encourage collaborative relationships between institutional departments to develop a student-centred support process, which will assist in the development and recommendation of new instructional programmes to the President. He/she will represent the College's Academic Affairs area to community leaders, advisory committees and other educational institutions. Will maintain a close working relationship with the Director of Counselling and Student Activities to support the “one-college” concept between academic and student affairs, and provide vision and leadership toward a seamless enrolment process for students. Will plan, establish priorities, assign work, monitor progress and evaluate results of all academic programmes and student services at the College.

Additionally, will provide leadership in the selection and evaluation of all faculties, and professional and support staff that fall under the position; and, provide leadership in the development of the annual budget for all areas under academic affairs and student affairs. And, will ensure compliance of all Bermuda College policies and procedures.

Qualifications and Experience:

The successful candidate must have at least a Master's degree from an accredited university along with a minimum of 10 years' successful, administrative and leadership experience at a senior level of which at least 5 should be in post-secondary education. A doctoral degree and community college experience are highly preferred. He/she must have a distinguished record in teaching, and expertise in student success initiatives, with a thorough understanding and a strong commitment to the community college mission and philosophy.

Additionally, he/she will possess an exemplary record and potential to serve as a visionary leader, an innovative problem solver, and an individual with the highest standards of integrity. The successful candidate must be a team builder with the ability to unite professionals in an environment of collaboration, and have a proven ability to resolve conflicts. He/she must demonstrate an understanding of technical academic programming and have a successful background in addressing the training needs of business and industry; additionally, must have demonstrated leadership experience in budget development, programme assessment and institutional accreditation; must have strong interpersonal skills and the ability to work with the College's varied stakeholders.

Salary: BCS 44 – \$168,293.02

Resumes should be submitted to:

Lorrita J. Tucker, Director, Human Resources & Development
Bermuda College, P.O. Box PG 297, Paget PG BX, Bermuda or
ljtucker@college.bm

Please send, along with your resume:

The names, addresses and telephone numbers of at least two persons competent to assess from their experience, your qualifications and experience. At least two (2) recent written, character and work references. Official transcripts & copies of relevant certificates from recognized institution.

IMPORTANT: Resumes will not be processed without requested references attached.

Closing Date: October 12, 2012