



Now Accepting Applications for

PRESIDENT

Jefferson State Community College, a comprehensive community college with four campuses, seeks a visionary and experienced senior administrator, who will provide exceptional leadership as the **President**. The President reports to the Chancellor of the Alabama Community College System.



For best consideration, application materials must be received by May 17, 2018.

POSITION SUMMARY

The President is the chief executive officer of the college and reports directly to the Chancellor of the Alabama Community College System. The President is responsible for administering and supervising the total college program in the assigned college. As chief executive officer, the President must delegate authority and yet retain final responsibility for the effective operation of the college.

Responsibilities

- Follow established policies and procedures of the Alabama Community College System Board of Trustees and the Chancellor.
- Follow established channels in relating the affairs of the college to the Chancellor and the Alabama Community College System Board of Trustees.
- Represent the needs of the college at the state and national levels by attending Presidents' meetings, serving on special interest committees, and attending regional and national meetings as appropriate.
- Appoint all faculty and staff of the institution in prescribed procedures, assign their duties and responsibilities, and ensure periodic evaluation.
- Report data and information in a timely and accurate manner to the Alabama Community College System Office.
- Manage the fiscal affairs of the college efficiently and economically.
- Interpret the mission of the college to local business, industry, and civic interests.
- Involve the community in planning programs and services to be offered at the college.
- Promote the maximum utilization of the college's facilities and resources to the benefit of the community.
- Promote the articulation of the college's programs with secondary and other postsecondary institutions.
- Secure, as appropriate, governmental and other outside funding for the college projects.
- Conduct appropriate fundraising activities.
- Provide leadership for maintaining quality educational programs.
- Create an atmosphere conducive to high faculty, staff, and student morale.
- Effectively delegate responsibility and authority to appropriate administrative officers.
- Maintain open channels of communication with faculty, staff, and students.
- Direct long-range planning activities which include input from the faculty, staff, and students.
- Support continuous professional development activities of faculty and staff.
- Develop annual and long-range goals for the college.
- Provide effective leadership and management for the overall direction of the institution.

Qualifications

- Earned master's degree from a regionally accredited college or university is required. Earned doctorate from a regionally accredited college or university is desired.
 - A background of high-level administrative experience with a minimum of five years of senior-level, full-time administrative experience in an applicable institution, government agency or industry is required.
 - Knowledge of the mission and role of public two-year institutions, particularly their important role in community economic development and workforce development is required.
 - Experience in interpreting organizational needs, programs, and activities to the employees, community organizations and agencies, area school systems, the Legislature, and providing services and training for business and industry is required.
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Educational Philosophy

- Committed to the community college concept of quality education.
 - Committed to the professional development of faculty and staff.
 - Student-oriented in the sense of recognizing that all aspects of the college are to facilitate learning and student development, with the student obtaining a level of competency and the student being kept informed of progress.
 - Committed to the offering of programs that are relevant to the current needs of business and industry.
 - Demonstrated knowledge of the academic transfer programs and evidence of ability to work with the four-year institutions.
 - Demonstrated knowledge of the technical programs and evidence of ability to work with business and industry.
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Personal Characteristics

- Demonstrated sensitivity to all facets of the community, including the needs of the various groups of which it is comprised.
- Demonstrated ability to communicate well, both orally and in writing.
- Demonstrated ability to work as a team member, which includes all segments of the college faculty, staff, students, and governing boards.
- Demonstrated leadership, decision-making, and coordinating abilities in a complex organization.
- Demonstrated ability to project a positive public image.

About Jefferson State Community College



Jefferson State Junior College was established on May 3, 1963, by an act of the State Legislature. The first students enrolled at Jefferson State in September 1965. The Alabama State Board of Education officially changed the name of the school to Jefferson State Community College on February 23, 1989.

The original campus is located on 274 acres in Birmingham, AL, and houses much of the college's business operations as well as many of its academic and career and technical programs.

The college opened an extension center in Shelby County, AL in January 1993, and in June 1996, the center was designated a branch campus. The Shelby-Hoover Campus has three multi-purpose buildings on more than 60 acres.

In 2003, the college expanded to the western part of St. Clair County, AL, and began offering classes at its St. Clair Center in Moody, AL. Following a donation of 50 acres by the St. Clair Economic Development Council, Jefferson State constructed a new center in Pell City, AL and began offering classes in Fall 2006.

In 2007, the college expanded to Chilton County, AL. With a donation of more than sixty acres from the City of Clanton, the college constructed a multipurpose instructional facility and performing arts center in Clanton, AL. The new center was completed and classes began in Fall 2008.

Both St. Clair-Pell City and Chilton-Clanton sites received campus status in Fall 2014.

Jefferson State offers more than 120 university transfer programs, 20 career programs with multiple options, and numerous certificate programs. These programs are offered during the day, evening, weekends and via the Internet. The school is well known for its competitive Nursing and Allied Health programs. It has an extensive

Workforce Education department, through which it provides training to meet the needs of local business and industry. Each campus is equipped with state of the art instructional equipment and libraries available to all students, faculty and staff.

Jefferson State offers a variety of campus organizations and activity groups including the College Scholars Team, Intramural Sports, Speech Team, Jefferson State Singers, Writer's Roundtable, and the Wingspan Literary Magazine. The college recently resumed its athletic programs by launching both men and women's golf teams in Fall 2016.

Jefferson State also offers a comprehensive approach to education through its adult education services and other programs serving special populations.

The college employs 341 full-time and 650 part-time employees and has an annual operating budget in excess of \$50 million.





Jefferson State Community College serves more than 15,000 students annually across four campuses. This presidency provides an excellent leadership opportunity for a well-experienced administrator who is committed to successfully preparing students for career paths that meet the area's growing economic and workforce development needs.

Application Procedure

*For best consideration as an applicant for the position, a complete application package must be received in the ACCS Human Resources office on or before **May 17, 2018 at 12:00 p.m. CST**. Application materials will be accepted via mail delivery, hand delivery, or via e-mail. Faxed application materials will not be accepted. A complete application packet consists of:*

- 1. a letter of interest;**
- 2. a completed official presidential application form;**
- 3. a comprehensive résumé or curriculum vitae;**
- 4. a list of five references, including complete contact information for each reference;**
- 5. unofficial college transcripts, including identification of the applicant, the institution, and the degree(s) earned.**

Application forms may be obtained at www.accs.cc under “**Job Postings**” or by calling **(334) 293-4628**. A complete application packet must be submitted to:

**ACCS Human Resources
Attn: Ms. Michelle Sylvester
P. O. Box 302130
Montgomery, AL 36130-2130**

Applications may be hand-delivered to:

**135 South Union Street
Montgomery, AL**

Questions regarding the application and selection processes may be referred to Ms. Michelle Sylvester, Executive Director of Human Resources for the ACCS, by phone at **(334) 293-4554** or by email at michelle.sylvester@accs.edu.

Salary is dependent upon qualifications and experience. The salary range is **\$123,824 to \$159,779** and other allowances are provided. Benefits include retirement plan, health insurance, and others.

The successful candidate must be available to assume the position within a reasonable time and must be willing to relocate to the college community. Finalists will be required to provide official college transcripts and submit to a criminal background check.

Selection process is subject to the Alabama Sunshine Law.



The Alabama Community College System is an equal opportunity employer. It is the official policy of the Alabama Community College System that no person shall, on the grounds of race, color, gender, religion, creed, national origin, age, or disability, be excluded from participation in, be denied the benefits of, or subjected to discrimination under any program, activity, or employment.