



Now Accepting Applications for  
**PRESIDENT**



**J.F. Drake State Community and Technical College** is a student-centered two-year accredited community and technical college with one main campus located in Huntsville, Alabama. The college 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.

***Application materials must be received by August 31, 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 at the assigned college. As chief executive officer, the President must delegate authority and yet retain final responsibility for the effective operation of the college.

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## 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 using 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.
- Demonstrate a clear vision and work effectively with employees, external partners, stakeholders, and the community.
- Secure, as appropriate, governmental and other outside funding for college projects.
- Conduct appropriate fundraising activities.
- 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.
- 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.
- Provide effective leadership and management for the overall direction of the institution.

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## 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 and technical 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 community and technical programs and evidence of ability to work with business and industry.



*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 state's growing economic and workforce development needs.*

## 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 J.F. Drake State Community & Technical College

J.F. Drake State Community and Technical College, a student-centered two-year public institution, offers flexible and affordable university-transfer and technical degrees, certificates, adult and continuing education, and customized workforce training to fulfill the diverse needs of the community.

J.F. Drake State Community and Technical College was founded by Gov. George Wallace in 1961 as Huntsville State Vocational Technical School. Its original campus covered 30 acres deeded by Alabama A & M University. The college opened its doors in 1962 with 27 students enrolled in four programs – auto mechanics, cosmetology, electronics, and masonry.

In 1966, the college changed its name to J.F. Drake State Technical Trade School in honor of the long-time president of Alabama A & M, Mr. Joseph Fanning Drake. In 1973, after receiving technical college status, the name was changed to J.F. Drake State Technical College,

allowing the school to offer the Associate in Applied Technology degree (AAT).

In 2012, the college began its membership with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The college's membership with SACSCOC ensured streamlined transferability of general education courses to accredited colleges and universities throughout the United States. The college officially changed its name in 2013 to J.F. Drake State Community and Technical College, depicting its standing as both a comprehensive community college and a core-driven technical college.

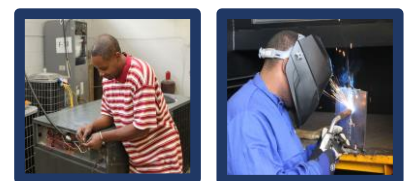
During the Fall 2017 semester, the college served 752 students and employed 68 full-time and 67 part-time employees. The college's FY 2017-2018 annual operating budget is \$8.9 million. Drake State is the first and only Community and Technical College in the State of Alabama. Graduates of Drake State enjoy an 83% job placement rate.

Drake State offers university transfer programs, more than twenty associate degree programs in career technical fields with multiple

options, and numerous certificate programs. These programs are offered during the day, evening, weekends, and online.

Through state and federal grants, Drake State offers programs to accelerate and strengthen student pathways into professional careers. These programs include dual enrollment/dual credit courses for high school students, and career coaching to assist middle school and high school students in beginning their career planning. It also includes a summer science, technology engineering, and math (STEM) bridge program for high school students that prepares them for entry into college-level STEM coursework.

J.F. Drake State Community and Technical College is committed to having its students **ready** with the right knowledge, **set** with the right training and skills, and able to **go** into the workforce immediately – a winning formula for the students, the community, and the economy.



# *Application Procedure*

Applicants for the position must complete an application package to be received in the ACCS Human Resources office on or before **August 31, 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. **Letter of interest;**
2. **Completed official presidential application form;**
3. **Comprehensive résumé or curriculum vitae;**
4. **List of five references, including complete contact information for each reference; and**
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](http://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:*  
**ACCS Human Resources  
135 South Union Street  
Montgomery, AL**

Questions regarding the application and selection process 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](mailto:michelle.sylvester@accs.edu).

The Alabama Community College System offers an attractive compensation and benefits package.

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. ACCS is an active participant in the Employment Eligibility Verification Program (E-Verify).



*It is the official policy of the Alabama Community College System, including postsecondary institutions under the control of the Board of Trustees, that no person in Alabama shall, on the grounds of race, color, disability, sex, religion, creed, national origin, age, or other classification protected by Federal or State law, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.*