

About Oakton Community College

Oakton Community College, a caring community of educators dedicated to excellence and learning, invites applications for Associate Vice President for Continuing Education, Training and Workforce Development. A premier comprehensive community college, Oakton serves the near northern suburbs of Chicago with campuses in Des Plaines and Skokie. The College is undertaking a new five year, \$68.5 million Master Plan which includes the construction of a new Science and Health Careers building on the Des Plaines campus.

The College is known for its academic innovations, commitment to serving students, solid financial position, and supportive environment for both students and employees. Oakton seeks an Associate Vice President who is an innovative academic leader and who will continue a strong tradition of excellence.

Candidates with a commitment to working in a culturally competent environment are especially valued at Oakton.

We encourage applications from candidates who reflect the increasing diversity of Oakton's student body and community, enhance and promote engagement with other cultures, and have demonstrated a commitment to working with and as part of a multicultural faculty and diverse student body and community.

Oakton is located 17 miles from downtown Chicago and has campuses in Des Plaines and Skokie.

Job Description

Under general direction from the Vice President for Academic Affairs, the Associate Vice President for Continuing Education, Training, and Workforce Development plans, implements, and directs the development of non-credit and workforce-related curricula, the Adult Education Program, and related activities of the College. In addition to program design and offerings, the Associate Vice President is responsible for the operations and accreditation for the College's non credit programs. The Associate Vice President serves as the College liaison with appropriate governmental, municipal and community agencies, as well as serving as the chief administrative officer for the Alliance for Lifelong Learning.

Specific responsibilities include:

- Participating in the long and short term planning for the College, and represent the workforce development and continuing education functions of the College with the President's Council;
- Sharing in the development and review of policies for the President's recommendation to the Board of Trustees;
- Participating in development of the annual college budget; specifically directing the development and administration of the workforce development and Continuing Education budgets;
- Supervising and evaluating the work of the Director of Business and Community Development and the Director of Community Services;
- Monitoring legislative affairs that have potential institutional impact on the delivery of instruction and services;
- Interacting with governmental, municipal and community agencies to further strategic alliances for the College;
- Serving as the liaison for Adult Education to the Illinois Community College Board;
- Complying with accreditation standards and agreements related to Continuing Education, Adult Education, and Workforce programs and services including those standards required by the

Illinois Community College Board, the Workforce Investment Act, Alliance Consortium, and State and national certifying agencies and local partners;

- Directing the integration of emerging instructional programs and technologies into workforce and continuing education offerings and services;
- Administering non-credit registration, records and marketing;
- Overseeing the recommendation and evaluation of Continuing Education and Workforce instructors;
- Serving as the chief administrative officer for the Alliance for Lifelong Learning, responsible for all aspects of the program as delineated in the Alliance for Lifelong Learning Joint Agreement as carried out by the Executive Board of the Alliance; and
- Representing the President and the College with outside individuals, groups and organizations, as assigned.

Requirements:

A Master's degree and five years of successful experience in college administration, including the administration of non-credit curricula, programs and operations consistent with those offered by the College are required. Preferred qualifications include: An earned doctorate or coursework beyond the master's degree in a relevant field of study and evidence of cultural competency including both acting in a culturally competent manner and the promotion of cultural competency.

Cultural competency includes extensive exposure to and effective interaction with individuals with diverse backgrounds, i.e., people with different gender, race, ethnicity, religion, national origin, socio-economic status, sexual orientation, etc.

Operationally defined, cultural competence is the integration and transformation of knowledge about individuals and groups of people into specific standards, policies, practices, and attitudes used in appropriate cultural settings to increase the quality of services; thereby producing better outcomes.

Oakton seeks a dynamic and creative leader with a commitment to the values of the community college. The preferred candidate will possess:

- A proven ability to work collaboratively and communicate effectively,
- A demonstrated capacity to think strategically, prioritize effectively, and act decisively, and
- Demonstrated experience with and success in working and leading in a culturally competent manner.

Additional Information:

COMPENSATION

The salary range associated with the Associate Vice President for Continuing Education, Training and Workforce Development for the 2011-12 fiscal year is: Minimum annual salary: \$95,533. Salary midpoint: \$126,682. Maximum annual salary: \$157,828.

Usually, new hires into administrative positions are placed into the lower half of the salary range.

TIMELINE

The full consideration date is February 24, 2012.

It is anticipated that screening interviews will be conducted by the search committee during in early March 2012. Upon the conclusion of the initial round of screening interviews, the search committee will likely recommend 2-3 finalists to the Vice President for Academic Affairs.

Finalists will participate in a second round of on campus interviews. It is anticipated the finalist interviews will be completed in late March 2012.

Appointment to an administrator position is contingent upon approval by the College's Board of Trustees. It is anticipated that the appointment will be taken for approval to the Board of Trustees at the April 17, 2012 Board meeting.

The anticipated start date is July 1, 2012.

Application Instructions:

To become an applicant interested individuals must complete the online applicant questionnaire, and submit electronic copies via uploading a cover letter, resume/cv, list of three (3) references with contact information, two letters of recommendation and transcripts (copies) on the Oakton employment website. Please indicate the position code (CETWD-12) on the cover letter.

Oakton uses an online application system. The detailed posting and the online application can be accessed at <http://oakton.interviewexchange.com/jobofferdetails.jsp?JOBID=29737>.

TRANSCRIPTS REQUIRED:

An unofficial copy of transcripts must be submitted at the time of application. Official transcripts for all degrees earned are required prior to appointment.

Official transcripts or a placement/credential file should be e-mailed to adminsearch@oakton.edu. Please contact Craig Ahrndt, Assistant to the AVP for Human Resources at 847.635.1676 or ahrndt@oakton.edu if you encounter any difficulties with electronic submission of these documents.

The full consideration deadline is February 24, 2012.

Oakton Community College is an equal opportunity employer.