

## VICE PRESIDENT

### SUMMARY

Under the general supervision of the ACCJC President/CEO, the Vice President is responsible for providing leadership in planning, developing, coordinating, and evaluating the ACCJC's accreditation processes and practices. The Vice President works closely with the agency's member institutions to ensure and enhance higher education quality in the Western region.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develops and maintains strong relationships between member institutions and the Commission
- Interprets and disseminates information on Commission Standards and policies, including federal regulations, to member institutions and all interested parties
- Represents ACCJC at professional associations, conferences, and planning events
- Provides direct leadership for each aspect of the peer review process, including institutional training, team formation and training, Commission decision processes, and follow up with institutions
- Develops and delivers presentations to member institutions and other affiliated groups
- Represents the agency's values and spirit in all interactions with personnel from member institutions and with members of the public
- Provides support to the Commission, including working with Commission committees, and ensuring that the Commission's deliberations are supported with appropriate evidence

### QUALIFICATIONS

- Holds appropriate credentials, preferably an earned Doctorate from a regionally accredited institution
- Successful teaching and/or leadership experience in higher education, preferably in a community or junior college

### KNOWLEDGE, SKILLS, AND ABILITIES

- Familiarity with institutional accreditation in American higher education as evidenced by service on an accreditation review team or holding responsibility for a central aspect of an institution's accreditation self study and review
- Experience with academic processes such as those related to student success initiatives, assessment, student learning outcomes, and program review
- Understanding of the distinct mission and characteristics of community or junior colleges, preferably in the Western region

- Demonstrated leadership and management skills, particularly those skills related to working with people in diverse roles and from varied backgrounds
- Exceptional communication skills, particularly related to the ability to express complex ideas effectively and to listen attentively and without judgment to diverse points of view
- Ability to work effectively both independently and in collaboration with the Commission, staff, and volunteers to achieve agency goals
- A confident level of skill in the use of office technologies
- An active commitment to self reflection and to personal and professional development

### **Working Conditions**

Work is performed in a typical office setting where minimal safety considerations exist. Travel within and outside California is required. Some weekend and/or evening work is required.

### **Application Process**

Please submit a statement of interest and qualifications. Include a résumé that addresses work experience and academic qualifications. Provide contact information for four references; they will not be contacted without the applicant's permission later in the process. The position is open until filled. Priority attention will be given to applications received by August 25, 2017. Send application materials as email attachments to [rwinn@accjc.org](mailto:rwinn@accjc.org)