

**VICE PRESIDENT, ACADEMIC AFFAIRS**  
**(POSITION NO. FA301)**

J. Sargeant Reynolds Community College is the third largest community college in Virginia and offers a variety of academic programs and services to the residents of the City of Richmond and five nearby counties. Annually, our three campuses serve approximately 17,500 credit students and provide training for an additional 11,000 students through the Community College Workforce Alliance. During our 44-year history we have educated nearly 340,000 people in the Richmond area and 1 in 4 local working adults has attended Reynolds. Additional information is available at the College's Website: [www.reynolds.edu](http://www.reynolds.edu).

Reynolds is seeking applicants who share in its commitment to students and teamwork. The College supports a culture of life-long learning, celebrating its diversity, and recruiting and retaining star quality employees. It is currently seeking applicants for the position of Vice President, Academic Affairs with college wide work assignments.

<b>TYPE OF APPOINTMENT:</b>	Full-time twelve-month administrative faculty-ranked appointment. Salary commensurate with the education and experience of the applicant. Salary range: \$113,220 - \$168,384. Approximate maximum hiring salary: \$120,000.
<b>POSITION RESPONSIBILITIES:</b>	The Vice President of Academic Affairs (VPAA) reports directly to the Executive Vice President and serves as the college's chief academic officer providing leadership, planning, development, and management of academic programs and academic support services college wide. The VPAA is responsible for ensuring that the college's strategic plan, as it relates to instruction and support services, is implemented appropriately; fosters quality instruction and support services; develops budgets supporting all functions of academic affairs. The VPAA works collaboratively with the Vice President for Workforce Development and Credential Attainment to develop, where possible, seamless noncredit/credit curricular pathways. The VPAA is charged with ensuring that all academic services and academic division personnel engage in professional development that leads to individual and instructional excellence.
<b>QUALIFICATIONS REQUIRED:</b>	Doctorate degree required in a discipline taught at the community college level or in higher education/community college administration.  Considerable knowledge of higher education or community college administration practices and principles; campus relations and operations; academic programs and offerings; instructional support services; and state and federal laws, regulations, and policies relating to college and universities, secondary schools, and funding. Demonstrated ability to lead, direct and promote innovation in curriculum and instruction, and academic applications of technology; supervise and direct all academic programs and instructional support services. Demonstrated ability to manage and direct a large number of faculty and staff; review and approve all personnel actions related to full-time teaching faculty, adjunct faculty, administrative faculty, and other college staff and employees; develop, implement and manage college policies and procedures; manage academic and instructional support services activities and ensure compliance with federal, state and regional accreditation processes. Demonstrated ability to establish community relations in the private and public sectors; and manage and foster diversity in the college's faculty, staff, and student body. The selected candidate will be required to complete the Commonwealth's Statement of Economic Interest, and must successfully pass the college's pre-employment security screening.
<b>QUALIFICATIONS PREFERRED:</b>	Progressive experience in college administration at the community college level is preferred. Previous teaching experience at the community college level is also preferred.
<b>APPLICATION PROCESS:</b>	Application reviews will begin, <b>August 10, 2017</b> . Applications will be accepted until the position is filled.
<b>CONTACT INFORMATION:</b>	Emily Duncan, Recruitment Coordinator Email: <a href="mailto:eduncan@reynolds.edu">eduncan@reynolds.edu</a>

To apply for this or any other Reynolds vacant position, please visit the Virginia Jobs website <https://virginiajobs.peopleadmin.com>. For full consideration, the cover letter, curriculum vitae, and unofficial undergraduate and graduate transcripts must be received with the online application. If you are invited for an interview, three current (within one year) letters of recommendation relevant to this position can be provided to the committee on the day of the interview, or must be received in the Office of Human Resources prior to the interview day. Official transcripts must be received in the Office of Human Resources prior to the first day of employment.

*J. Sargeant Reynolds Community College does not discriminate on the basis of age, color, disability, family medical history or genetic information, military service, national origin, parental status, political affiliation, race, religion, sex (including pregnancy and gender identity), sexual orientation, or any other non-merit based factor in its employment opportunities, programs, services, and activities. Employment-related inquiries regarding the college's nondiscrimination policy should be addressed to: EEO Officer, [EEO@Reynolds.edu](mailto:EEO@Reynolds.edu).*