

## **Job Description #1**

### **Pierpont Community & Technical College Fairmont, West Virginia**

#### **President**

Pierpont Community & Technical College seeks a dynamic, visionary leader with significant academic and senior administrative experience to serve as its next president. Committed to advancing the institution to higher levels of achievement, this executive officer will embrace and articulate ardently the mission of providing opportunities for learning and training that enrich the lives of individuals and promote the economic growth of the region and the state.

Building on the past accomplishments of Pierpont, the next president will further strengthen and expand programs, technology and services while introducing ones that address emerging trends and needs in the marketplace. A high priority will be to enhance Pierpont's identity as a separate educational institution from Fairmont State University, with which the institution shares a campus and services.

The new president will work collaboratively with others, finding common ground when there are diverse viewpoints. Both a decision-maker and strategic planner, the executive officer will understand how to balance and prioritize challenges and opportunities, keeping the institution on target in accomplishing its goals and aspirations. One initiative for the new president will be to evaluate Pierpont's academic and administrative structure to improve its organization.

The president will have a record of establishing effective connections, collaborations, partnerships and coalitions. This senior officer will have demonstrated effective administration of fiscal and human resources and will understand the funding and budgeting process at the state level.

#### **The College**

Founded in 1974, Pierpont Community & Technical College is a comprehensive community college that strives to enhance the quality of life for people of north-central West Virginia through accessible, affordable, workforce-related training, and quality higher education opportunities. With an enrollment of more than 2,600 students, Pierpont offers more than 50 associate degree programs, skill sets and certificates, as well as a variety of courses at more than 15 sites in a 13-county service area through Off-Campus Programs.

The community college shares a 120-acre main campus with Fairmont State University, enabling Pierpont to offer students the responsiveness of a community college with the amenities of a university. Although Fairmont State and Pierpont share a main campus and services, the two institutions have separate accreditations, governing boards and missions.

The two educational institutions do work in partnership. Pierpont students who seek to continue their studies

for a bachelor's degree are able to transition to Fairmont State University, which offers more than 90 baccalaureate degrees and graduate programs in business, criminal justice, education and human services.

Valuing scholarship, opportunity, achievement and responsibility, Pierpont's faculty is committed to providing high-quality educational experiences to each student. Coordination between the institution's on-campus, full-time faculty and its adjunct faculty, who teach off-campus courses, assures the same standards of quality as those offered on the main campus.

Pierpont's popular offering in flight and aviation maintenance is taught at the Robert C. Byrd National Aerospace Education Center in Bridgeport, West Virginia. Among the College's other programs are food services and the culinary arts; the American Sign Language communication program; early childhood; business and accounting; graphic, drafting and printing technology; agriculture and agribusiness; health careers; museum studies; fashion and interior design; building and construction; machine tool technology, and criminal justice. Recent surveys indicate that 90 percent of Pierpont graduates seek employment upon graduation, and 85 percent find jobs in West Virginia.

### **Presidential Qualities and Requirements**

Candidates seeking this outstanding opportunity should possess:

\*Preferably, a terminal or professional degree, along with significant administrative leadership and faculty experience

\*Administrative and teaching experience at a community college

\*Effective communication skills, both oral and written, especially in articulating the mission, vision and goals

\*Successful financial leadership experience that demonstrates resourceful approaches to handling a complex operating budget

\*The knowledge and ability to be effective within a state political system, including interacting with elected and appointed officials, agencies, and boards

\*The ability to lead collaboratively in a manner that provides a supportive, responsive working and learning environment for faculty, staff and students

\*A leadership style that enhances the relationship of the College to other educational institutions and the broader local and state community

\*The ability to strategically position the College to achieve future success

\*The expertise to recognize emerging trends and opportunities that could benefit the College and its students

\*The ability and confidence to develop new relationships and nurture present ones that support the College's vision, mission, and goals

\*The highest standards of personal and professional integrity and credibility

\*Leadership qualities and characteristics that inspire excellence and dedication in others

## **Job Description #2**

## **Chancellor**

The University of Minnesota Duluth (UMD) is seeking a new Chancellor. UMD is the second largest of the five campuses of the University of Minnesota. UMD enrolls more than 11,600 students, including over 1,000 graduate and professional students and employs over 1,500 personnel, including 526 faculty. UMD is home to five collegiate units (the College of Education and Human Service Professions, the College of Liberal Arts, the Labovitz School of Business and Economics, the School of Fine Arts, and the Swenson College of Science and Engineering) and two professional schools (Pharmacy and Medicine). Through its Sea Grant designation and obligation as part of a Land Grant university, UMD serves as a regional hub for the economic development needs of the region in addition to being a beacon for arts and culture. Providing an alternative to both large research universities and small liberal arts colleges, UMD attracts students looking for a personalized learning experience on a medium-sized campus of a major university system.

Duluth, the fourth largest city in Minnesota, is located on the north shore of Lake Superior. With a population of approximately 85,000, Duluth has been rated by Money magazine as one of the top four Midwestern small cities, based on livability. Duluth has more than 11,000 acres of park space, where citizens can rock-climb, walk, ski, bike, hike, golf, fish, rollerblade, and view wildlife, all within city limits. Major industries in Duluth include health care, education, aviation, technology, and tourism. In addition, Duluth boasts a thriving arts and culture scene.

This Chancellor is the chief executive officer of the campus reporting directly to the University of Minnesota President. The Chancellor is responsible for the academic vision and administrative leadership of the campus. The ideal candidate will be a visionary academic senior leader who is inclusive and committed to strategic leadership and decision making, with a reputation for working collegially with both internal and external constituencies. The candidate will have a strong record of success as a senior administrator; possess excellent judgment, credibility, and diplomacy; and have the ability to anticipate and lead change as a catalyst for campus creativity, innovation, and progress. For a complete listing of required and preferred qualifications, along with additional information about the position and the Duluth campus and surrounding area, please refer to the full position specification at:

<http://www.d.umn.edu/vcaa/documents/UMDPositionProfile-FINAL.pdf>

**Job Description #3****Center for Science, Technology, and Society****Executive Director**

Santa Clara University, the Jesuit University in Silicon Valley, seeks a dynamic leader to be Executive Director of its Center for Science, Technology, and Society (STS). The STS Center promotes the use of science and technology through social entrepreneurship to benefit underserved communities worldwide. It implements its mission through direct social impact, education, and public engagement.

The Center's Social Impact Program includes the internationally recognized Global Social Benefit Incubator (GSBI), the online Social Enterprise Innovation Network, and the sourcing and judging of the Technology Benefiting Humanity Awards in partnership with The Tech Museum of Innovation. Through these programs, the STS Center has evaluated thousands of early stage enterprises with potential for social impact. It has trained and mentored more than 100 social ventures in developing countries to achieve substantial growth, enabling them to improve the lives of over 10 million underserved people.

The Center's Education Program supports faculty research, student projects, and curriculum development, including the innovative STS component in the Undergraduate Core Curriculum. Its Public Engagement Program sponsors noted speakers and conferences.

The ideal candidate will be a strong leader with a passionate interest in the social benefit mission of the Center; significant experience in a senior leadership position in business, academia, government, or the nonprofit sector; demonstrated entrepreneurial, fund-raising, and organizational development skills; and the ability to work effectively across disciplines and with a broad range of constituencies inside and outside the University.

Applications are requested before April 15, 2010. Screening will begin immediately and will continue until the position is filled. Preferred start date is July 1, 2010. Interested candidates should submit an application electronically, including a cover letter, curriculum vitae, and three references to **Dr. Don C. Dodson, Senior Vice Provost**, at [dcododson@scu.edu](mailto:dcododson@scu.edu).

**Job Description #4****Executive Director for Experiential Learning**

The Executive Director will provide vision, leadership, and direction for the Experiential Learning Program and each of its departments by establishing priorities, setting goals, and evaluating performance objectives. S/he will also oversee the daily operation of the Center for Career Development by implementing best practices in accordance with professional standards. Additionally, the Executive Director will work closely with alumni and other potential employers to nurture current and develop future internship and employment opportunities for students. The long-range goal for the Executive Director is to develop a multi-departmental experiential learning program which emphasizes the

integration of academic preparation, real-world, hands-on experience. The Executive Director serves on the leadership team of the Division of Student Life.

A Master's degree in experiential learning, higher education administration, student personnel administration, career counseling, or related discipline is required or equivalent combination of education and/or experience. A doctorate or extensive experience in a comparable position is preferred. Program development, program management, and supervisory experience is required (preferably in experiential learning, career services, student activities, service learning, or relevant program). Demonstrated ability to implement technological improvements, including centralization of record-keeping, expanding the use of Datatel (the college's student information database), social networking, etc. is essential. A more detailed job description is available at: <http://www.mercyhurst.edu/offices/human-resources/job-opportunities/>

Send cover letter, resume or vita, and the names, titles, and contact information for three professional references with whom you have worked in the past 10 years. Review of applications will begin immediately and continue until position is filled. Send Applications To: [hrinfo@mercyhurst.edu](mailto:hrinfo@mercyhurst.edu) e-mail submissions are encouraged

#### **Job Description #5**

##### **Director of the Career and Professional Development Center**

Carnegie Mellon University invites applications and nominations for the position of Director of the Career and Professional Development Center. Carnegie Mellon's career and professional development model is grounded in discipline-specific career development advising, programs and experiences which are shaped by strong connections with the university's seven academic colleges. A team of twenty staff members orchestrate the career exploration, professional skill development, experiential learning, and recruitment needs for the majority of the university's students seeking career related guidance and support. The center's success is founded upon a solid understanding of career development theory and an unwavering commitment to providing personalized attention toward meeting the unique needs of each individual student.

The Director of the Career and Professional Development Center will foster a comprehensive, innovative and visionary approach to meeting the professional development and career planning needs of the student of the 21st century. The director is responsible for cultivating key relationships with domestic, international and foreign corporate, governmental, educational and non-profit organizations with whom our undergraduate and graduate students might affiliate. The ability to foster relationships with key campus partners is essential. A creative approach to utilizing technology to provide efficiency and efficacy to the career exploration and planning process is critical. The director will encourage the continued professional development of career-related skills and competencies for the career center staff and will work closely with other student services directors, alumni, faculty and students in developing a cohesive set of services in this regard for our students.

The ideal candidate for this position will possess an appropriate advanced degree and significant experience in career services in a university setting. Experience and knowledge in meeting the career needs of a diverse undergraduate and graduate student population, including under-represented minorities and international students is critical. Extensive contacts within the larger corporate or educational communities will be an essential asset. Prior leadership experience with direct supervision of an experienced, professional staff; strong counseling and communication skills; and an appreciation for the diverse academic and professional aspirations of students in varied disciplines will also be valued.

Carnegie Mellon is a highly selective university with 5,700 undergraduate and 4,500 graduate students in the colleges of Business Administration, Computer Science, Engineering, Fine Arts, Humanities and Social Sciences, Public Policy & Information Systems, and Science.

### **Job Description #6**

#### **DEAN OF WORKFORCE DEVELOPMENT, CONTINUING EDUCATION & COMMUNITY OUTREACH**

Community College Management Position, 12-Month

#### **MINIMUM QUALIFICATIONS:**

Education: Master's Degree in a field related to the position requirements.

Experience: Six years of experience in a relevant field preferably in higher education with at least three years of demonstrated functional responsibilities as a supervisor; an understanding of the comprehensive community college; highly developed leadership and interpersonal skills. Demonstrated competency in computer literacy including Microsoft Excel required.

The successful candidate will have demonstrated success in the following areas:

- Program development that is responsive and meets the needs of business and industry through continuing education both credit and non-credit;
- Implementation and facilitation of innovative programming for continuing education and/or competitive custom corporate training offerings;
- Outreach to diverse constituents that is responsive and is need based;
- Establishment of strategic partnerships and collaboration with other organizations, funding sources, and workforce development agencies;
- Strategic planning and management of personnel and financial resources;
- Collaborative and collegial management style, excellent and transparent communication skills and ability to forge effective working relationships with a broad range of internal and external constituents;
- Public Relations, Marketing, and Web Development and Management for effective communications;
- Must have effective managerial and leadership skills to maximize the potential of a diverse staff.

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position. They should also provide appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

**RESPONSIBILITIES:** This position reports to the President and is an integral part of the College's Management Team. The Dean provides effective leadership, vision, and strategic planning for the operations of the division and has the primary responsibility for Workforce Development, Continuing Education, Public Relations, Marketing and College Publications, Community Outreach, Website Development and Management, Legislative Liaison, and Special Events. The Dean supports and contributes to the mission and vision of the college as a student-centered success-oriented institution, and demonstrates an understanding of and commitment to diversity and to the mission of Connecticut Community Colleges.

**SALARY:** Competitive Salary, with full benefits package.

**TO APPLY:** Submit a letter of interest, current resume and completed (typed) Connecticut Community College Employment Application\*\* to: