

What would you say to answer these questions?

1. What is your greatest accomplishment on your current job – and what was your role?

I implemented a new general studies requirement for all students. I led a group of faculty and students to redefine the general studies purpose in light of the institution's revised mission. The new general studies program allows students increased choices and at the same time requires students to demonstrate skills in written and oral communication and problem solving. Student Learning Outcomes are clearly defined at all levels.

2. Give me an example of where you've worked successfully with a diverse group of people

I was part of the search team to hire the new director of the multicultural center and I sat on the building design committee for the new interfaith chapel. In both cases, the needs of diverse groups had to be considered and accommodated.

3. What is something new you've learned in the last year?

What is something you've taught yourself to do in the last year?

a). I intentionally learned about budgeting. I increased my ability to read budget spreadsheets and to understand more of the terminology used in the accounting field. I set up meetings with our Accounting Office so I could learn about their responsibilities and concerns.

b) I taught myself a software program in project management that I used with my team to increase productivity.

4. What change are you personally responsible for at your current place of employment?

I designed an orientation program for new students. This program helps students be more aware of resources on campus. Retention after this program grew by 20%

5. What is the most difficult group you've had to motivate, and how did you do it?

I was asked to motivate our Continuing Education unit to expand their offerings. The group indicated they were uncertain about which courses would be valuable. To answer this, I divided the staff into small teams and asked them to research community issues. After that, they interviewed people involved with the issues. At a spring retreat, the group brainstormed course ideas that would help solve the problems. The group got very excited and we increased our offerings by 45%. All 30 new courses reached maximum enrollment and have run for five consecutive semesters at capacity.

6. Name 3 skills you'd like to learn before you retire.

a). I'd like to be involved in planning a strategic vision for Community College education in North Carolina.

b). I'd like to learn more about the process of applying for grants

c). I'd like to increase my abilities to search a wide variety of online resources.

7. Who have you mentored (and how) during the past year?

I mentored the new Career Center Director, helping him make contacts with others throughout the campus and set preliminary goals for his unit. With my advice and

assistance, he was able to introduce new career-contact software that links current students to alumni in a four-state region. Placement is up 15%.

8. How have you demonstrated your skills at planning and budgeting?

I formed a committee to build a program for student development through living learning communities on campus. The institution made a \$500,000 commitment to this program and we met all of our objectives and stayed within budget during the first two years. While I was instrumental in starting this program, the day-to-day operations are now under the control of a very capable staff.

9. What is the biggest obstacle you've had to face in your current position? (and what did you do to overcome it?)

Getting funding for members of my unit to have professional growth activities has been a challenge in these difficult economic times. I asked my staff to brainstorm ways they might have access to training without major expense. One useful tool has been online conferences which do not require staff to travel great distances.

10. What do you consider the most important skills or talents you will take to your next employer?

Fifteen years of experience and increased responsibility in the Community College system in North Carolina. I have built a large network of colleagues and have found them invaluable as resources. I believe fully in the mission of two-year education and am passionate about helping students learn and improve their lives.

How can you translate these answers into a cover letter or an interview answer?

Identify what the employer has said they're looking for in a candidate and apply your experience.

Vice President for Instructional and Student Services is looking for experience in:

Curriculum education (see answer to #1 above)
Continuing education (see answer to #5 above)
Student development (see answer to # 8 above)
Enrollment management (see answer to #4 above)
Academic support (see answer to #9 above)
Energy and character (see answer to #3 above)
Commitment to Community College Education (see #10 above).

So, what can you do while you're waiting for the economy to improve?

- **Take inventory of your valuable experiences**
- **Look for opportunities to demonstrate your leadership**
- **Learn new skills that make you more useful at higher levels of employment**
- **Examine current job listings to see what employees in the job you want are asked to bring to that job**