



## POSITION ANNOUNCEMENT

### Executive Vice President

The Executive Vice President (EVP) provides executive level leadership to further the college's mission, vision, and strategic plan. The EVP serves the President directly. The primary functions of the EVP are to assist the President in ensuring that:

- the College's mission and strategies are integrated across all internal and external stakeholders;
- the College's limited resources are leveraged to maximize the effectiveness of strategic initiatives;
- the College's long-term personnel and fiscal plans are effective.

The EVP is a member of the President's cabinet, represents the College to internal and external groups at the President's direction, and is acting administrator during the President's absence.

The EVP will exercise collaborative leadership; advise on policy, procedure, and operational issues; coordinate a variety of activities and resources that support the effective delivery and continuing enhancement of instructional programs and services; and may be charged with leading the operationalization of strategic-initiatives and special projects for the CEO/President.

#### DESIRED MINIMUM QUALIFICATIONS

##### Education and Experience:

- Master's Degree from an accredited institution of higher education required. Terminal degree preferred.
- Minimum of five (5) years successful experience in an executive level position at a community college required.
- Knowledge of community college mission and general operations and mission required. Specific knowledge of Ohio community colleges and / or the Northwest Ohio service area preferred.
- Knowledge of integrating systems to maximize the College mission is required. Specific credentialing and / or experience in lean, quality or related process improvements preferred.
- Experience building relationships with external constituents is required. Previous industry experience preferred.
- Experience teaching at a community college required.

##### Necessary Knowledge, Skills, and Abilities:

- Effective oral and written communication skills.
- Ability to multi-task and work with little supervision.
- Ability to develop and cultivate business relationships.
- Knowledge of trending needs in the region for program requirements.
- Knowledge of the budgeting process.
- Ability to read and understand financial statements.
- Ability to effectively lead and motivate staff to perform at exceptional levels.

Interested candidates should submit an application, cover letter, and updated resume in Word or PDF format to [careers@northweststate.edu](mailto:careers@northweststate.edu) using subject line "Executive Vice President".

*For a complete listing of current Employment Opportunities, visit [www.northweststate.edu](http://www.northweststate.edu) and click on "about NSCC" then "Work for NSCC."*

Office of Human Resources  
Northwest State Community College  
22600 State Route 34  
Archbold, OH 43502  
EOE M/F/D/V

Northwest State Community College is an Equal Opportunity Employer and educator that does not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, religion, age, disability or military status in employment or the provision of services. In accordance with the Americans with Disabilities Act, it is the policy of Northwest State Community College to provide reasonable accommodations to persons with disabilities. When contacted for an interview, an applicant who requires special accommodations due to a disability should notify the Human Resources office at the time he/she is contacted so that proper arrangements can be made for the interview.



**POSITION TITLE:** Executive Vice President

**DEPARTMENTS:** Administration

**SUPERVISOR:** President

**GRADE LEVEL:** I, Exempt

### **GENERAL PURPOSE**

The Executive Vice President (EVP) provides executive level leadership to further the college's mission, vision, and strategic plan. The EVP serves the President directly. The primary functions of the EVP are to assist the President in ensuring that:

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### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Assist the President in coordinating overall mission effectiveness and accomplishing strategic initiatives.
2. Responsible for the coordination and oversight of the day-to-day internal operations of the College.
3. Work closely with the College's lead Academic, Student Affairs, Human Resources, Financial, WFD, etc. officers to insure the effective operations, fiduciary, academic, student success, and WFD functions of the College.
4. Provide broad oversight of Academic and Student Affairs, providing high-level leadership for student success and student access initiatives.
5. Provide leadership to foster teamwork and unite divisions in an environment of collaboration to reach internal consensus to bring about positive changes and innovation in areas supervised.
6. Develop continuous improvement plans for college processes and procedures.
7. Develop and manage proposed budgets for the areas supervised.
8. Recommend the renewal, nonrenewal, or dismissal of faculty and college personnel in the areas supervised.
9. Keep the President informed of activities, challenges, concerns, and achievements.
10. Advise the President of needed policy and major decisions.
11. Other similar duties as assigned.

## **QUALIFICATIONS**

### *Education and Experience:*

- Master's Degree from an accredited institution of higher education required. Terminal degree preferred.
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### *Necessary Knowledge, Skills, and Abilities:*

- Effective oral and written communication skills.
- Ability to multi-task and work with little supervision.
- Ability to develop and cultivate business relationships.
- Knowledge of trending needs in the region for program requirements.
- Knowledge of the budgeting process.
- Ability to read and understand financial statements.
- Ability to effectively lead and motivate staff to perform at exceptional levels.

## **SUPERVISION EXERCISED**

Directly oversees Academic, Learner Services, Workforce Development (WFD), Facilities, Advancement, and Technology.

## **RESPONSIBILITY FOR PUBLIC CONTACT**

Position will interact, and do presentations for business & industry personnel, NSCC and other college personnel, personnel at other colleges equipment, vendors, public officials, and the general public.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.