



## POSITION PROFILE: Vice Chancellor

The West Virginia Community and Technical College System (System) is the state's two-year college system offering comprehensive community and technical college education in all regions of the State. The System is comprised of nine community and technical colleges occupying twenty-seven campuses and enrolling 31,700 for-credit students annually. Annual business and industry workforce training hours exceed 909,500. Our mission is to promote and provide high-quality, accessible, affordable, and responsive comprehensive community and technical college education and training opportunities that maximize student learning, improve the standard of living for West Virginians, and contribute to the economic vitality and competitiveness of our State. The System strives to meet the education needs of the State's citizens and the workforce demands of our employers. For more about the System, visit our [web page](http://www.wvctcs.org) at <http://www.wvctcs.org>

The West Virginia Council for Community and Technical College Education (Council) is responsible for developing, gaining consensus around, and overseeing the public policy agenda for the State of West Virginia for the public two-year community and technical college organizations. The Council works collaboratively with the West Virginia Higher Education Policy Commission who has this responsibility for the baccalaureate and graduate institutions. The Council has general supervision over the actions of the governing boards of the nine public community and technical college organizations under its jurisdiction.

The West Virginia Council for Community and Technical College Education invites applications and nominations for the position of **Vice Chancellor**. The Vice Chancellor is primarily responsible for the vision and leadership of Council initiatives in the areas of workforce development, technology innovation, program recruitment and retention, grant management and the delivery of community and technical college education.

### **Duties and Responsibilities**

- Assist the Chancellor with the day-to-day operations of the Council.
- Design and develop for consideration by the Council new statewide or regional initiatives and programs directly related to community and technical college education and in accordance with the goals of the Legislature and the public policy agenda.
- Provide assistance to Council institutions in the areas of program development, technology implementation and workforce development.
- Lead and participate on project teams related to new program development as well as development of proposals for external grant funding.
- Meet with employers to determine current and future occupational needs and obtain information in order to accurately assess workforce development issues.
- Coordinate the development of plans and programs designed to increase student recruitment and retention.
- Provide recommendations on requests for proposals for awarding new funding to Council institutions and manage internal grants as needed.
- Serve as program liaison for the Community and Technical College system to local communities, the West Virginia Department of Education, the West Virginia Development Office, Workforce West Virginia, apprenticeship programs, employers and other constituent groups.
- Be committed to student access, success, empowerment, equity and diversity.

## **Skills/Characteristics**

The Council seeks a leader with the following qualities, skills and characteristics:

- Ability to demonstrate successful leadership experience in developing and implementing strategic planning, direction and vision for a large entity with multiple organizations
- Proven experience working collaboratively and innovatively with business, industry, legislature, government, community organizations and public and private education institutions
- Understanding of the role of the System in creating an educated, skilled and adaptable labor force that is responsive to the changing needs of the economy of the State and in promoting local, regional and statewide economic development
- Ability to set and articulate a vision which is relevant to the needs of the State of West Virginia
- Willingness to embrace and be able to demonstrate an in-depth understanding of the community and technical college philosophy
- Ability to work collaboratively as part of a system-wide team, to build consensus and to advocate on behalf of the Council and its organizations
- Ability to solve problems creatively, make decisions in a fair and consistent manner and to work in environments that are organizationally complex with differing points of view
- Ability to connect effectively with legislators, elected and government officials and community leaders on behalf of the Council and its organizations
- Commitment to equity and diversity to promote success by providing a supportive educational and work environment that is free from discrimination
- Commitment to excellence and innovation
- Demonstrated skill in both strategic and operational planning and financial management through collaborative budgeting process

## **Minimum requirements**

- Master's degree required; Doctorate preferred
- Minimum of five years of demonstrated successful relevant leadership experience is required
- Experience in a community and technical college setting preferred
- Strong successful business background along with extensive experience in workforce development is desirable

## **Application Process**

The CTCS offers a competitive salary and benefit package. Application review begins November 26, 2018. Nominations and applications will be accepted until the position is filled.

Application materials must include:

- A letter of application that succinctly addresses the minimum qualifications, characteristics and abilities, and how your experience and professional qualifications prepare you for the position (limit to 4 pages)
- A current resume including an email address and phone number
- A reference list with names, home and business telephone numbers and email addresses of at least three references

Finalists are subject to employment and credential verification, reference and background checks. Submit all information electronically via e-mail with "**Vice Chancellor CTCS**" in the subject line to: [hepc.hr@wvhepc.edu](mailto:hepc.hr@wvhepc.edu)

Alternatively, hard copy nominations and applications may be mailed to:

Vickie Hairston, Human Resources Representative, Sr.  
West Virginia Council for Community and Technical College Education  
1018 Kanawha Blvd. East, Suite 700  
Charleston, WV 25301

## **Equal Opportunity/Affirmative Action Employer/Veterans/Disabled**

*The West Virginia Higher Education Policy Commission and the Community and Technical College System of West Virginia are equal opportunity employers. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, or protected veteran status and will not be discriminated against on the basis of disability. The Commission and Council provide a collegial, respectful and inclusive environment that values the diversity, creativity and contributions of its staff.*