



Now Accepting Applications for
PRESIDENT

Northwest-Shoals Community College, a comprehensive community college with two campuses, seeks a visionary and experienced senior administrator, who will provide exceptional leadership as the **President**. The President reports to the Chancellor of the Alabama Community College System.



For consideration, application materials must be received by February 21, 2018.

POSITION SUMMARY

The President is the chief administrative and executive officer of the college and reports directly to the Chancellor of the Alabama Community College System. The President is responsible for administering and supervising the total college program of Northwest-Shoals Community College. The President will delegate authority and yet retain final responsibility for the effective operation of the college.

RESPONSIBILITIES

- ❖ Follow established policies and procedures of the Alabama Community College System Board of Trustees and the Chancellor.
- ❖ Follow established channels in relating the affairs of the college to the Chancellor and the Alabama Community College System Board of Trustees.
- ❖ Represent the college at the state and national levels by attending Presidents' meetings, serving on special interest committees, and attending regional and national meetings as appropriate.
- ❖ Appoint all faculty and staff of the institution using prescribed procedures, assign their duties and responsibilities, and ensure periodic evaluation.
- ❖ Report data and information in a timely and accurate manner to the Alabama Community College System Office.
- ❖ Manage the fiscal affairs of the college efficiently and economically.
- ❖ Interpret the mission of the college to local business, industry, and civic interests.
- ❖ Involve the community in planning programs and services to be offered at the college.
- ❖ Promote the maximum utilization of the college's facilities and resources to the benefit of the community.
- ❖ Promote the articulation of the college's programs with secondary and other postsecondary institutions.
- ❖ Secure, as appropriate, governmental and other outside funding for the college's projects.
- ❖ Conduct appropriate fundraising activities.
- ❖ Provide leadership for maintaining quality educational programs.
- ❖ Create an atmosphere conducive to high faculty, staff, and student morale.
- ❖ Effectively delegate responsibility and authority to appropriate administrative officers.
- ❖ Maintain open channels of communication with faculty, staff, and students.
- ❖ Direct long-range planning activities which include input from the faculty, staff, and students; support continuous professional development activities of faculty and staff; and develop annual and long-range goals for the college.
- ❖ Provide effective leadership and management for the overall direction of the institution.

QUALIFICATIONS

- ❖ Earned master's degree from a regionally accredited institution is required.
- ❖ A background of high-level administrative experience with a minimum of five years of senior-level, full-time administrative experience in an applicable institution, government agency or industry is required.
- ❖ Knowledge of the mission and role of public two-year institutions, particularly their important role in academic preparation and in community economic and workforce development is required.
- ❖ Experience in interpreting organizational needs and programs is required.
- ❖ Experience in working with community organizations and agencies, area school systems and governmental entities is required.
- ❖ Experience in providing services and training for business and industry is required.

Educational Philosophy

- ❖ Committed to the community college concept of quality education.
- ❖ Committed to the professional development of faculty and staff.
- ❖ Student-oriented in the sense of recognizing that all aspects of the college are to facilitate learning and student development, with the student obtaining a level of competency and the student being kept informed of progress.
- ❖ Committed to the offering of programs that are relevant to the current needs of business and industry.
- ❖ Demonstrated knowledge of the academic transfer programs and evidence of ability to work with the four-year institutions.
- ❖ Demonstrated knowledge of the technical programs and evidence of ability to work with business and industry.

Personal Characteristics

- ❖ Demonstrated sensitivity to all facets of the community, including the needs of the various groups of which it is comprised.
- ❖ Demonstrated ability to communicate well, both orally and in writing.
- ❖ Demonstrated ability to work as a team member, which includes all segments of the college faculty, staff, students, and governing board.
- ❖ Demonstrated leadership, decision-making, and coordinating abilities in a complex organization.
- ❖ Demonstrated ability to project a positive public image.



Northwest-Shoals Community College

Northwest-Shoals Community College was the first public junior college in the State of Alabama. Northwest-Shoals derives its original charter from the Alabama legislature through the Alabama Trade School and Junior College Authority Act of 1963.

The Northwest-Shoals service area is comprised of the counties of Colbert, Franklin, Lauderdale, Lawrence and the western portion of Winston. The college operates two campuses – the Shoals Campus in Muscle Shoals and the Phil Campbell Campus in Phil Campbell.

Northwest-Shoals Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) with 218 full-time and 265 part-time faculty. The college awards the Associate in Arts, Associate in Science, Associate in Applied Science and Associate in Occupational Technology degrees, as well as certificates in specific occupational areas.

The 110-acre Shoals Campus houses academic and applied technology programs. The Patriot Center, a multi-purpose facility, offers the largest seating capacity in Colbert County. A child-development center with a qualified staff to care for children is available to students and the community.

Also housed on the Shoals campus are allied health programs, science labs, special programs such as adult basic education, and the Alabama Technology Network.

Northwest-Shoals had 3,752 students enrolled in Fall 2016, comprised of 57% women and 43% men. The average age of the student body is 23. The college has an operating budget of approximately \$30.8 million.

The Phil Campbell Campus is located approximately 30 miles south of the Shoals Campus. Located on a scenic 100-acre site one mile south of the town of Phil Campbell, the campus provides academic and applied technology programs and a full complement of student and community services. The Bevill Fine Arts Center is among the premier cultural centers in northwest Alabama and the home of numerous concerts, musicals and special events for both the college and local communities.

Northwest-Shoals Community College provides a wide variety of clubs and activities to promote leadership skills and professional development for its students. Northwest-Shoals has made workforce development a primary focus. The college has constructed and renovated career technical training facilities in areas such as Automotive Service Technology, Heating, Ventilation and Air Conditioning (HVAC), Machine Tool (on Phil Campbell and

Shoals campuses), Salon and Spa Management and Welding (on Phil Campbell Campus). Additionally, Northwest-Shoals has started new programs such as Cyber Security, Injection Molding Technology and Medical Assisting Technology as well as a new App Development certificate in partnership with the Apple Corporation. All of this was accomplished under the newly structured Workforce Solutions division of the College.



Both campuses offer an Honors Program and Student Government Association (SGA) representing student views to the college administration and coordinating the student activities programs.





Northwest-Shoals Community College serves approximately 3,752 students across two campuses. This presidency provides an excellent leadership opportunity for a well-experienced administrator who is committed to successfully preparing students for career paths that meet the area's growing economic and workforce development needs.

Application Procedures

For consideration as an applicant for the position, a complete application package must be received in the ACCS Human Resources office on or before February 21, 2018 at 5:00 p.m. CST. Application materials will be accepted via mail delivery, hand delivery, or via e-mail. Faxed application materials will not be accepted. A complete application packet consists of:

- (1) a letter of interest;
- (2) a completed official presidential application form;
- (3) a comprehensive résumé or curriculum vitae;
- (4) a list of five references, including complete contact information for each reference;
- (5) unofficial college transcripts, including identification of the applicant, the institution, and the degree(s) earned.

Application forms may be obtained at <https://www.accs.cc/index.cfm/departments-services/human-resources/> or by calling (334) 293-4628.

A complete application packet must be submitted to:

ACCS Human Resources
Attn: Ms. Michelle Sylvester
P. O. Box 302130
135 South Union Street
Montgomery, AL 36130-2130

Questions regarding the application and selection processes may be referred to Ms. Michelle Sylvester, Executive Director of Human Resources for the ACCS, by phone at (334) 293-4554 or by email at michelle.sylvester@accs.edu.

Salary: Salary is dependent upon qualifications and experience. The salary range is \$123,824 to \$159,779 and other allowances are provided. Benefits include retirement plan and health insurance.

The successful candidate must be available to assume the position within a reasonable time and must be willing to relocate to the community in which the college is located. Finalists will be required to provide official college transcripts and submit to a criminal background check.

Selection process is subject to the Alabama Sunshine Law.

The Alabama Community College System is an equal opportunity employer. It is the official policy of the Alabama Community College System that no person shall, on the grounds of race, color, gender, religion, creed, national origin, age, or disability, be excluded from participation in, be denied the benefits of, or subjected to discrimination under any program, activity, or employment.