



GUAM COMMUNITY COLLEGE

# JOB ANNOUNCEMENT

## “OPEN COMPETITIVE”

**GUAM COMMUNITY COLLEGE IS ACCEPTING APPLICATIONS TO ESTABLISH A LIST:**

<b>ACADEMIC POSITION TITLE:</b>	<b>ANNOUNCEMENT NUMBER: JA#016-20</b>
<b>Vice President for Academic Affairs</b>	<b>POSITION STATUS: Permanent/Full-Time</b>
<b>SALARY: New Pay Grade: P</b> <div style="display: flex; justify-content: space-around;"> <div> <u>MINIMUM</u>  Step 5B \$92,988 </div> <div> <u>MAXIMUM</u>  Step 9A \$107,957 </div> </div>	<b>OPENING DATE:</b>  <p style="text-align: center;"><b>July 1, 2020</b></p>
<b>DIVISION:</b>  <p style="text-align: center;"><b>ACADEMIC AFFAIRS</b></p>	<b>CLOSING DATE:</b>  <p style="text-align: center;"><b>July 30, 2020</b></p> <p style="text-align: center;">5:00 p.m. (GMT +10:00) Guam, Port Moresby</p>

**MINIMUM EXPERIENCE AND TRAINING:**

- A. Earned doctoral degree in education administration or closely related discipline from an accredited college or university; plus three (3) years of progressively responsible high level administrative experience which includes supervisory and leadership assignments directly related to instruction at the Postsecondary level; and experience teaching in the postsecondary level.

Preferred Experience: Experience at a Pacific Island community college, university or school is preferred.

**NATURE OF WORK IN THIS CLASS:**

This is a management position within the administrative structure of a career and technical education institution. It is a twelve-month service position reporting directly to the President of the College. The Vice President for Academic Affairs is a top-level manager who has the primary responsibility to provide leadership and direction in all matters relating to Academic Affairs, including Student Services and Support, Instruction, Community Programs and Continuing Education, Distance Education, Institutional Assessment, and Accreditation. The Vice President for Academic Affairs must possess outstanding organizational, communications, and management skills, with an in-depth understanding of higher education, accreditation, and the academic roles of the College. Reporting directly to the Vice President for Academic Affairs (VPAA) are the Deans, Coordinator for Admissions and Registration, Assistant Director for the Office of Assessment and Institutional Effectiveness, Assistant Director for Continuing Education & Workforce Development and other offices or personnel assigned by the President to assist with academic matters.

**ILLUSTRATIVE EXAMPLES OF WORK** *(These example do not list all the duties which may be assigned; any one position may not include all the duties listed).*

Responsibilities of the Vice President for Academic Affairs include supervision of personnel and programs in cooperation with the Deans in such areas as:

- Admissions and Registration
- Curriculum Planning and Review
- Instructional Quality
- Continuing Education & Workforce Development
- Distance Education Courses and Programs
- Vetting of Instructors
- Grants Coordination
- In-Service Training of Instructors
- Course to course articulation with 4-year institutions
- Operation of Student Services
- Evaluation of Instructional Modality

- Assessment and Institutional Effectiveness
- Library Services
- Use of Advisory Committees
- Annual Accountability Reports
- Institutional Self Evaluation Report (ISER) Annual ACCJC Report
- College Catalog
- Contract Negotiation
- Faculty Governance
- Budget Development and Management
- Review of Legislative Matters
- Service on Boards and Commissions
- Legislative Appearance
- Program to program articulation with other regional and mainland higher education institutions
- Development of new baccalaureate programs
- Other duties as assigned by the President

### **MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Dedication to the community college philosophy, mission, and to the promotion of high academic standards.

Demonstrates creative leadership in the budgeting process, educational partnership, strategic planning and organizational management.

Ability to work and communicate effectively with faculty, students, staff, board and alumni in addition to selecting, managing and supporting the most qualified persons in leadership positions.

Enthusiasm and stamina for an active student environment, challenging fund raising agenda and facility planning.

Personal qualities that demand respect from faculty, staff, students, community members and peers.

Ability to model strategic thinking and strategic planning among other administrators.

Ability to prioritize work to establish realistic time schedules and to meet deadlines.

Ability to comprehend and analyze detailed written matter.

Ability to present at national and regional conferences on behalf of the college.

Ability to write complex accreditation reports, such as the ISER.

Ability to interpret and apply complex rules and regulations.

Ability to work effectively with a wide variety of people, both individually and in groups.

Ability to develop meaningful relationships with other Chief Academic Officers of other regional institutions that are critical to forging articulation agreements.

Ability to exercise independent judgment based on a thorough comprehension of pertinent rules and regulations.

Ability to comprehend the scope and inter-relationships between educational programs, program management, and the availability and use of financial and personnel resources.

Ability to conceptualize and develop programs with stackable credentials (such as boot camps) that address the needs of the new economy.

Ability to keep abreast of the rapid and evolving developments in distance education and other alternative platforms for remote learning.

Ability to make independent judgments on the relationship between programs and financial accounting.

Ability to organize conferences or symposia on critical topics that reflect the college's community engagement.

Ability to work effectively under pressure.

A good sense of humor.

AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER

P.O. Box 23069, Barrigada, GU 96921 Website: [www.guamcc.edu](http://www.guamcc.edu) Phone: (671) 735-5537/8 Fax: (671) 734-5238

**WHO SHOULD APPLY:**

Open to the public and Government of Guam employees.  
Government of Guam Retirees do not qualify for this position.

**HOW AND WHERE TO APPLY:**

Applicants must submit an "Application for Employment" form to the GCC Human Resources Office, Suite 2112/2113, Student Services & Administration Building, by 5:00 p.m., of the deadline. Applications are also available online at [www.guamcc.edu](http://www.guamcc.edu). For more information visit the Human Resources Office, Suite 2112 & 2113, Student Services & Administration Building, email us at [hr@guamcc.edu](mailto:hr@guamcc.edu) or call (671) 735-5537/38.

**IMPORTANT INFORMATION:**

Public Law 99-0603 (8 USC Section 1324A) requires the Government of Guam to verify the identity and work eligibility of all newly hired employees. All new employees shall be required to provide any one or a combination of the following and/or other documents as may be required: Original Birth Certificate; U.S. Passport; Naturalization Card; Alien Registration Card with photograph; original Social Security Card; or other proof of work eligibility.

**VETERANS PREFERENCE:**

Applicants claiming veteran's preference are required to provide Proof of Eligibility for Veterans Preference Credit. Those claiming Compensable Disability are required to provide a copy of a letter from the Veterans Administration.

**EDUCATION:**

Applicants claiming degrees or credit hours are **required** to provide a copy of their college transcript. Transcripts from institutions outside of the U.S. **must be** accompanied by a **Comprehensive Course-by-Course Report** by a National Association of Credential Evaluation Services (NACES) member organization [www.naces.org](http://www.naces.org).

**PRE-EMPLOYMENT MEDICAL EXAMINATION AND TUBERCULOSIS TESTING:**

All applicants accepting employment with Government of Guam-Guam Community College must take and pass a pre-entry Physical Examination and Tuberculosis Testing as a condition of continued employment. Expenses for the physical/medical examination and tuberculosis test must be paid for by the applicant.

APPROVED BY



Mary A. Y. Okada, Ed.D.  
President

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