



# NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE

## DEAN OF ACADEMIC & STUDENT AFFAIRS

### ABOUT THE COLLEGE

Northwestern Connecticut Community College (NCCC) is a two-year co-educational college that has served the students of Litchfield County since its founding in 1965. NCCC is part of the Connecticut State Colleges and Universities system (CSCU) governed by the Board of Regents for Higher Education.

As the fourth oldest of the 12 state community colleges, NCCC has a well-defined history of serving students by offering excellence in teaching and lifelong learning opportunities. Hallmarks of the institution include high quality student services, state-of-the-art technology, and cultural activities for both students and the community. NCCC was recently ranked one of the top 10 percent of community colleges in the United States by wallethub.com.

The campus is comprised of 11 buildings and is located in the town of Winsted, a small pastoral town recognized for its historic architecture. Many of the campus buildings flank the east side of the town green and include historic homes that have been converted into campus office buildings as well as the historic Founders Hall. The impressive Arts and Science Building and Greenwoods Hall anchor the north end of campus, while the newly constructed Joyner Health and Science Center and the Learning Resource Center with its grand rotunda anchor the south end and welcome visitors traveling routes 8 and 44 to both the town and the college.

As the only higher education opportunity for the region, NCCC is a vital institution for Litchfield County. Recent graduates have received national recognition for academic achievement, and have been accepted for transfer at selective institutions including: Yale, Trinity, and Wesleyan.

The college is accredited by the New England Association of Schools and Colleges (NEASC).

### POSITION ANNOUNCEMENT

Northwestern Connecticut Community College is seeking applications for the position of Dean of Academic & Student Affairs (Chief Academic & Student Affairs Officer) to serve as a dynamic and visionary leader with demonstrated academic and student affairs experience, analytical ability, as well as management expertise. The anticipated start date for this position is January 1, 2018.



The ideal candidate is responsible for leadership and administration of academic departments and programs in support of NCCC's mission and in keeping with the philosophy of a comprehensive community college. The candidate must demonstrate a collaborative and collegial management style, excellent and transparent communication skills, and the ability to forge effective working relationships with a broad range of internal and external constituents.

This position works closely with student services and other administrative areas of the College, reports to the President and serves to facilitate communication between executive leadership and divisional faculty and staff.

#### *Additional Attributes Include:*

- Demonstrated commitment to a "students first" focus and appreciation for students with diverse backgrounds, needs, and goals;
- Being a team builder and team player, inspiring trust, respect, and confidence;
- Recognizing the importance of shared governance and participation among faculty, professional staff, and classified employees;
- Respect for, and experience working in, a unionized environment;
- A record of advocacy for career/technical education, liberal arts transfer programs, manufacturing, training and workforce development;
- Collaboration with K-12, higher education, community leaders, businesses, and other public/private partnerships.



## DEMOGRAPHICS

NCCC is a significant part of the local and regional community with a 20-town service area in the northwest corner that comprises 20 percent of the geographic area of Connecticut but only five percent of its population. The largest town in NCCC's service region is Torrington with a population of 35,000 located south of Winsted on Route 8.

The college enrolls some 1,400 students each semester. Many are first-generation college students with multiple priorities, including work and family responsibilities, and most live within a 25-mile radius of the college campus. Most students are eligible for financial aid; three-quarters attend college part-time while working.

NCCC offers approximately 30 degrees and 20 certificates ranging from liberal arts transfer programs to career programs in fields such as business, criminal justice, and human services. The college's popular veterinary technology program was the first in the state and the nursing program is Connecticut's only accelerated associate degree program.

## COMPENSATION & APPLICATION PROCESS

The starting salary for this position is negotiable, depending on qualifications and experience. The college offers an excellent benefits package including medical and dental coverage, retirement, and fringe.

For more information about Northwestern Connecticut Community College, visit our website at [www.nwcc.edu](http://www.nwcc.edu)

To be considered for this exceptional career opportunity, submit a cover letter, statement of education philosophy, resume/CV, and The Board of Regents Employment Application (available at <http://www.nwcc.comnet.edu/about-nccc/human-resources/employee-forms>) by September 30, 2017 to: [NW-HumanResources@nwcc.edu](mailto:NW-HumanResources@nwcc.edu)

NCCC is an Affirmative Action/Equal Opportunity Employer, M/F. Protected group members are strongly encouraged to apply.

## Major Responsibilities

The Dean of Academic and Student Affairs (Chief Academic and Student Affairs Officer) works under the general direction and supervision of the college president and is a member of the president's executive team and cabinet. The successful candidate will assume the major responsibilities outlined below:



- Management and supervision of all academic programs, faculty, professional and support staff within the academic and student affairs divisions.
- Responsible for the continuing evaluation of the college's offerings and the elimination and/or addition of programming in response to the needs of the college's service area.
- Demonstrated ability to plan, develop, and execute academic services and programs and engage faculty in student outcomes assessment.
- Curricula and course design principles, concepts and techniques.
- Development and implementation of college goals and academic strategic plan.
- Student affairs' operations.
- Academic and student affairs budget distribution and fiscal management.
- Implementation of all academic and student affairs policies.
- Student conduct and compliance with all federal and state student affairs policies and regulations.

## Required Qualifications

- Earned doctorate from a regionally accredited institution in a discipline appropriate to the management of learning in higher education.
- Six (6) or more years of substantive professional experience in higher education, including experience in college teaching, academic administration, budget development and management.
- Three (3) or more years of supervisory experience at the level of department chair, program coordinator, assistant dean or comparable role.
- Excellent leadership, collegial and collaborative managerial style, interpersonal, organizational, communication, team-building, instructional technology literacy, and experience with articulation agreements, regional accreditation and external program accreditation.
- Demonstrated ability to develop, establish, and sustain effective collaborative relationships with a broad range of constituencies both within the college, K-12, higher education, other public/private partnerships, and community outreach organizations.
- Experience in a multi-campus system and collective bargaining (union) environment.



## STUDENT LIFE

NCCC is a vibrant, active campus with a wide range of activities for students including an active student government and a variety of clubs. Students have many opportunities for involvement in the wider community through volunteer service, and are also encouraged to serve on college committees.

Student services available at NCCC include:

### Academic Success Center & Tutoring

The ASC provides free tutoring and other forms of academic support to NCCC students in areas like study skills, testing strategies, time management, and note taking. The center also helps students assess their academic strengths and challenges through mentoring and on-line tutorials, to better understand their own learning styles for future growth and achievement.

### Team Success Scholars (TSS)

The highly successful TSS program helps young adults between 18 and 24 achieve their educational and career goals through personalized mentoring, academic tutoring, career and educational guidance, financial assistance, transportation, paid internships, on-campus employment, and merit stipends.

### Learning Resource Center (library)

The LRC offers on-site access to more than 20,000 publications, 1,000 DVDs, and a rare jazz and classical music collection, as well as digital access to the state college system and more than 1 million titles. The professional library staff provides students and community members with research assistance and information literacy training.

## THE NORTHWEST REGION

The Town of Winchester / City of Winsted is located 25 miles west of Hartford and 27 miles north of Waterbury. Nestled in the mountains of Litchfield County, with 32 square miles, the town is recognized as the gateway to the nearby Berkshire Mountains.

The Litchfield Hills and surrounding areas are rich with cultural and recreational activities. NCCC works to partner with arts and community organizations in an effort to expose students to the diversity of their area and the world.

Area attractions include:

- Mohawk Mountain
- White Memorial Foundation
- The American Museum of Tort Law
- Warner Theater
- Music Mountain

## Additional Preferred Characteristics of the Ideal Candidate

- Understanding of and commitment to the mission of the community college.
- Ability to provide college-wide vision, leadership and strategic direction in a dynamic, changing environment.
- Effective organizational and administrative skills for academic scheduling, faculty assignments, approval of course outlines, and learning practices and assessments.
- Demonstrated successful administrative experience in enrollment management functions, counseling and student advising functions, and developing and managing student services programming.
- Ability to identify opportunities for the integration of emerging and nontraditional technologies and methods into the learning process.
- Demonstrated success in addressing developmental education issues.
- Ability to communicate effectively with a diverse population.
- Ability to advocate on behalf of NCCC and its students.
- Ability to meet deadlines and handle multiple projects.



## Opportunities

- Become part of a dynamic leadership team that inspires learning through accessible and high quality education.
- Initiate new pathways for increased student enrollment.
- Join the efforts of dedicated faculty and staff to transform students' lives.
- Work within a recently reconfigured Connecticut State Colleges and Universities (CSCU) system.

