Harbel College (HARCO) seeks nominations and applications for an accomplished and energetic academic leader who has gained distinction as a teacher, scholar, and administrator, preferably with extensive experience in a college setting similar to developing nation. The new provost and vice president is expected to take office as soon as possible.

HARCO is a four year public institution of higher learning located in Harbel, Margibi County. It is accredited by the Commission on Higher Education, Republic of Liberia. The College offers bachelors in occupational safety & health, conservation, renewable energy engineering, defense studies, environmental studies, emergency & disaster management, agricultural and applied economics, education, geomatics, woodworking, pharmacy, mortuary science, dentistry, optometry, information technology, climate change studies, and Liberian Studies.

HARCO is student-centered, comprehensive, and innovative college, committed to teaching excellence that advances the life-long educational development of its students while strengthening the economic, social, and cultural life of its diverse community. The College promotes student success by providing high-quality, flexible, accessible educational programs and services; advancing pluralism, inclusion and global awareness; and acting as a catalyst and collaborator for a vibrant region.

We strive to create a vibrant campus community that supports a diverse student body, faculty, and staff. As an essential part of our mission and goals, pluralism is promoted in all aspects of college life. By enriching student life through leadership opportunities, personal learning and cultural experiences, we are committed to building a pluralistic and diverse campus community that fosters creativity, innovation, and student success.

The next several years will be an extraordinary period in the College’s development as a combination of ambitious enhancements to academic, spiritual and student life, and major capital projects are brought to fruition.

**Job Summary:**

The Provost and Vice President for Academic Affairs (Provost/VPAA), acting as the chief academic officer, provides essential leadership and holds responsibility for all academic initiatives in alignment with HARCO's mission, vision, and values. The Provost/VPAA ensures that HARCO develops and offers progressive, relevant, and high quality academic options for a diverse student population, and assures full compliance with the College's national, regional, and international accrediting agencies. Most HARCO programs are new or relevant-based in a time of dynamic change relative to the need to build the nation’s capacity in professions that are
absent or omitted from higher education curricula in Liberia. This context requires the Provost/VPAA to foster innovation, integration, and cooperation through a mix of entrepreneurial and collaborative skills. The innovation includes but is not limited to new academic programs, global reach, programs marketing and spokesperson, interprofessional education, professional development for faculty, and expanded community engagement.

In managing the academic organizational structure of the College, the Provost/VPAA must determine, articulate, and ensure the roles, responsibilities, and commitment of academic leadership within the balance of the College's values-driven and student-centered culture. The Provost/VPAA collaborates with team members to set key academic milestones then thoughtfully drives consistent progress. The Provost/VPAA must demonstrate a commitment to academic excellence and the support and development of all core and adjunct faculty. The Provost/VPAA displays fiscal responsibility and administers both the academic portions of the College's strategic plan and budgets for all academic programs and related departments, including academic assessment, research, and library.

This is a position that serves at the will of the President. The incumbent serves as a member of both the President's Cabinet and the Executive Management Committee, and chairs the Academic Leadership Committee. The Provost/VPAA directly supervises all academic leadership, including the Associate Vice President Academic Assessment and Accreditation, Assistant Provost for Academic Research, College Deans, Director of the Library, and Assistant to the Provost.

**Essential Functions:**

*Promotion of Harbel College Values*

- Promoting and consistently demonstrating the College's values of community, mindfulness, integrity, inquisitiveness, and discernment.
- Articulating the long-term vision of the College's academic programming in support of HARCO's mission, vision and strategic plan.

*Academic Program Leadership*

- Providing leadership and oversight for all academic programs including planning, development, scheduling, implementation, resource allocation, and assessment activities.
- Developing new curriculum of relevance and areas of concentration with close consideration of local and national needs and opportunities amidst the shifting landscape of economic and educational challenges.
- Ensuring the quality and rigor of all academic programs and services including hands-on, coops, and internships.
- Setting the strategic direction and goals for all academic programs and related units.
Collaborating with academic and administrative leadership to launch new programs thoughtfully and that demonstrate success both academically and on business measures.

- Assuring the quality and consistency of faculty and administrative support for all courses.
- Overseeing research, library, and other academic support functions and initiatives.
- Coordinating and overseeing budgets in the academic programs and related departments.
- Initiating and/or evaluating potential articulation agreements with other educational institutions, community agencies and instructional delivery organizations.
- Initiating and/or evaluating potential coop settings for student placements.

**Faculty & Academic Leadership**

- Providing leadership for all academic personnel (including approving of all faculty hires)
- Mentoring academic leaders to encourage leadership, interprofessionalism and scholarship.
- Ensuring the recruitment of appropriate academic administrators, core and adjunct faculty, and evaluating key academic personnel.
- Ensuring the quality of faculty affairs, including leadership of the Faculty Senate and Academic Leadership Committee; leading the process for faculty appointment, rank, and promotion; and steering faculty development initiatives.
- Providing leadership to incorporate instructional technologies to improve student learning and outcomes.
- Ensuring that academic departments integrate and collaborate with the broader College.

**Institutional Leadership & Review**

- Supporting the development and expansion of the College's emerging research initiatives
- Overseeing the Institutional Review Board.
- Advancing institutional leadership through participation in the President's Cabinet, Executive Management Committee, Leadership Team, and Academic Leadership Committee.
- Holding primary responsibility for institutional and programmatic accreditation, directing relationships with accrediting and state approval bodies, coordinating accreditation and state reporting, and overseeing all accreditation processes.
- Providing oversight of learning outcomes assessment and student learning outcomes activities.

**College Representation**

- Supporting the President/CEO in Board of Trustees-related matters, including reporting on the state of academic affairs and other presentations.
- Being visible to faculty and students in an effort to create openness and understanding of HARCO activities and future plans.
Representing the College to various internal stakeholders including staff, faculty, students, and Board of Trustees, and advocating for its interests.

Representing the College to various external stakeholders at the local, national, and international levels and advocating for its interests.

Requirements:

- Earned doctorate in higher education administration, healthcare, science, or related field.
- 3-5+ years of demonstrated progressively responsible and successful experience as a senior-level college/university administrator, including experience with accreditations, faculty rank and promotion processes, and sponsored research.
- Experience leading academic departments with core and adjunct faculty and working in collaboration with administrative functions such as admissions, student services, registrar, marketing, human resources, finance, and other departments.
- Demonstrated experience with business development, fiscal management, and academic program development.
- Commitment to interprofessional education and practice.
- Excellent oral and written communication skills; ability to effectively interface with all levels of the organization including the College's Board of Trustees.
- Appreciation for and adherence to the values, mission, and vision of HARCO.

Preferred Qualifications:

- Demonstrated ability to lead the development of robust online academic programs.
- Experience with leading projects that are emerging relative to dominant culture and practice.
- Experience with academic programs.
- Interest in policy and change agency.

This position description reflects the College's assignment of essential functions and position responsibilities. Nothing in this document restricts the College's rights to assign or reassign duties and responsibilities to this job at any time, nor does anything in this document change the "at-will" nature of employment at Harbel College.

If you do not meet the qualification mentioned above, please do not apply. Applicants must submit their documents in a sealed envelope, not later than 4:30 p.m. on Monday, August 30, 2019, to Harbel College Office located on Harbel Multilateral High School campus in Harbel, Margibi County. Application can be sent electronically to lDavis@hc.edu.lr or Jeremy.kyne@hc.edu.lr.