



Garloville, Zwedru, Grand Gedeh County

Cel: 231-(0)886578347, 0775725128.

Email: ggccccollege@gmail.com, sxyjallayu73@yahoo.com, website: ggccccollege.org

VACANCY ANNOUNCEMENT

POSITION TITLE: VICE PRESIDENT FOR ACADEMIC AFFAIRS

POSITION SUMMARY:

Under the direction of the President of the Grand Gedeh County Community College, the Vice President for Academic Affairs plans, organizes and directs assigned Academic and Student Affairs operations, activities, departments and programs; coordinates and directs communications, information, resources and personnel to meet the instructional and student support needs of GGCCC and enhance the educational effectiveness of academic departments, programs and functions; supervises and evaluates the performance of assigned faculty and academic personnel; establishes, maintains, and updates the college's Calendar of Events and related timelines and priorities; assures that academic programs comply with established GGCCC and national standards, requirements, laws, codes, rules, regulations, policies and procedures; provides leadership in the development and meaningful assessment of student learning outcomes; coordinates, develops, implements and conducts training and professional development activities, and orientations concerning assigned academic staff and student as required; assists faculty with developing and maintaining curriculum standards, enhancing class enrollment and meeting the educational needs and goals of students; and perform all other functions as may be required by the President or the Board of Trustee.

MINIMUM QUALIFICATION & EXPERIENCE:

- ✦ Possession of at least a Master's Degree in Education from an accredited University or a Master's Degree in any of the disciplines represented within the GGCCC curricula;
- ✦ At least Five (5) years of increasingly responsible experience working with instructional or student support programs in tertiary education environment;
- ✦ Leadership experience with academic and student services processes and operations;
- ✦ Passion for quality student-centered education, with demonstrated ability to work constructively with faculty, administration, classified personnel, students and the public;
- ✦ Collaborative and visionary leadership skills with the ability to encourage improvement and to inspire her/his colleagues;
- ✦ Experience with budget philosophy and effective practice, especially in a difficult budget environment;
- ✦ Knowledge and proficiency in the operation and use of personal computers, utilizing various software applications (i.e., word processing, spreadsheet and database management software) including the Internet;
- ✦ Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of GGCCC's students, faculty, staff and community;
- ✦ Demonstrated ability to exercise group leadership skills that emphasize collaboration, consensus building, conflict resolution and problem solving, with demonstrated commitment to participatory approaches;

All applications must be addressed to, **The Human Resource Officer, Grand Gedeh County Community College, Zwedru, Grand Gedeh County** at ggccccollege@gmail.com, and [cc: sxyjallayu73@yahoo.com](mailto:sxyjallayu73@yahoo.com). or hand deliver on campus at Garloville from 8am. To 4pm Monday through Friday. Deadline for the submission of application is Friday July 20, 2018. Only shortlisted candidates will be contacted and invited to attend interview.