



Bomi Community College

Fatorma Compound
Tubmanburg, Bomi County
Liberia, West Africa



Email: Bcc.hr2@gmail.com

VACANCY ANNOUNCEMENT

Job Title : Vice President for Academic Affairs
Reporting to : President & CEO of BCC
Appointment type: Full-time administrative position
Salary : Commensurate with education and experience & as per GoL Pay Grade
Duty Station : Tubmanburg City, Bomi County, Republic of Liberia
Starting Date : As soon as possible
Advertised on : October 25, 2024
Deadline : November 10, 2024 @ 4:30PM Liberian Time

Background

Bomi Community College (BCC) is a public land-grant government-supported institution of higher learning located in Tubmanburg City, Bomi County. BCC has been operating as the first community-based college initiative in Liberia since August 2005 and accredited by the National Commission of Higher Education in 2009. BCC was subsequently enacted by an Act of Legislature on September 19, 2012 with mandate to administer co-educational institution of teaching, learning and research within the Western Region of Liberia including Bomi, Grand Cape Mount, Gbarpolu and Rural Montserrado Counties. We strive to prioritize people's most urgent needs, empowering lives and promoting quality education and professional development for a large youthful population in the region.

BCC offers Associate of Arts degrees in agriculture, business, education, nursing, criminal justice and certification in TVET with specialization in masonry, plumbing and carpentry. BCC also offers a 'C' Certificate extension program in teacher-training education in Bopolu, Gbarpolu County. All academic programs and TVET are accredited by the National Commission on Higher Education, Liberian Board of Nursing and Midwifery and other relevant authorities in Liberia.

Job Description Summary

The Vice President for Academic Affairs reports directly to President & CEO of the Bomi Community College and serves as the Chief Academic Officer of the College. The primary responsibilities will include the provision of vision and leadership for academic programs, diversity and inclusion personnel, data and policy analysis, fostering faculty and staff development, student affairs, improving student scholarship, institutional effectiveness, developmental education and integrating advanced instructional technology. This full-time, senior leadership position is responsible for oversight and coordination of curriculum, academic

standards, program creation, support of pedagogy and fostering faculty and staff development, instructional and learning support, budgets and designing of the master academic schedule. The Vice President for Academic Affairs will also promote the fundamental concerns of quality teaching, learning and research that strengthens the shared educational values and strategic goals of the College, as well as provide leadership in strategic planning and predictive analytics focused on talent development to support the current and future economic development of Liberia and the region.

Furthermore, the Vice President for Academic Affairs has oversight responsibility for the recruiting, retention, promotion, and performance of top-quality faculty and academic administrators who excel in both education and research at the College. He/she is required to attend and participate in graduation exercises, meetings, forums, College committees, professional meetings, and conferences. The Vice President for Academic Affairs also administers the budgets of all academic units including the various schools and library services, as well as makes recommendations for shared good governance and administration aimed at improving strategic direction on academic and educational matters to the President, senior leadership team and Board of Trustees.

The following areas will report directly to the Vice President for Academic Affairs:

- Student affairs & student scholarship
- All academic departments and their heads
- All extension and regional programs
- Technical and vocational education training programs
- Center for excellence, teaching and learning
- Distance and online learning platforms
- Admissions and records
- Library science

Primary Job Duties and Responsibilities

- **Academic Programs:** Policy, planning and oversight of academic program development, delivery of instruction and program evaluation. He/she must develop existing and new academic programs, analyzing outcomes, recommending present and future needs, and devising new academic programs to enrich BCC's educational experience. He/she must collaborate with the faculty, the President, and the Board of Trustees to ensure all academic programs and services reflect BCC's mission, core values and strategic goals. He/she represents BCC at relevant academic bodies, both internal and external to the College.
- **Faculty Support:** Oversees faculty appointments, faculty evaluation, faculty development and sabbaticals. He/she recommends full-time appointment to the faculty to the President after proper consultation with the Faculty Senate, academic deans and departments as well as directs the administration of the faculty tenure and promotion review process. He/she recommends the appointment of professional staff in approved academic areas and approves appointments to the non-professional staff in each area.
- **Student Learning and Support:** Policy, planning and oversight of the assessment, documentation and advancement of student learning and achievement. He/she drives student

enrollment management as needed, as well as advocates and promotes quality instruction, student success and improvement of student learning outcomes to meet the educational needs of students in a diverse community college environment. He/she must review the recommendation of the appropriate committees for awarding of scholarships to eligible students based on academic excellence, sponsorship and/or needs.

- **Budget Support:** Leads a transparent and forward-looking budgeting process for Academic Affairs that aims high, projects clear outcomes for expenditures, and evaluates achievements in the context of cost effectiveness. He/she determines resource needs and budget development for the approved academic programs, faculty development and budget allocations for all academic areas. He/she must participate in the work of the planning and budgeting committees of the College as designated by the President. He/she reviews and supports grant opportunities, new grant applications and oversees the implementation of grants within Academic Affairs.
- **Compliance:** Leads the College in strict compliance with the academic requirements and college-wide accreditation by the National Commission of Higher Education, Liberian Board of Nursing and Midwifery, and Ministry of Education regulations and policies.
- Assists the President in communicating and garnering levels of support by serving as an advocate for the mission and goals of BCC among its various stakeholders.
- In collaboration with the President and Vice President of Administration, he/she identifies, evaluates, develops, and supports implementation of new programs that will serve to enhance the overall effectiveness and financial strength of BCC. In consultation with the Academic Affairs Committee, he/she recommends to the President and publishes BCC's Academic Calendar.
- Formulates and strategizes on the development of new educational policies and major revisions of academic procedures, along with the other appropriate administrators and academic areas of BCC.
- Administers the academic programs and objectives of the five-year strategic plan which has been developed and approved by the President and Board of Trustees. He/she must coordinate the various academic divisions of BCC by developing and maintaining appropriate support and planning structures.

Other Duties and Responsibilities

- Keep abreast of current developments in government regulations, higher education practices and major court decisions related to academia and institutions of higher learning.
- Assists the President in the meetings of the Board of Trustees when needed.
- Performs special projects and other related duties and responsibilities as maybe assigned by the President

Minimum Qualifications (Education, Work Experience and Knowledge Preferred)

- Earned terminal degree preferably in education administration, law, medicine, healthcare, science or other appropriate terminal degree from an accredited institution of higher learning and a minimum of ten or more years combined leadership experience in administration, instruction and research at a reputable higher education institution.

- An exceptional applicant with an earned Master's degree in education administration or a related field of study from an accredited institution of higher learning and ten or more years of working experience with direct responsibilities in higher education setting maybe accepted in this position.
- Proven track record of teaching and scholarship, commensurate with tenure at the rank of full professor
- Recognition of the importance of diversity in College life
- Demonstrated strong leadership qualities, skills and accomplishments in higher education, program management, collaboration, creative thinking, problem solving, communication and administration
- Strong commitment, extensive and progressively managerial experience in higher education, both in administration and teaching
- Excellent communications skills, both oral and written, and public speaking skills to effectively interact with institutions and stakeholder groups of diverse backgrounds
- Clear understanding of the national education policies and how to influence those policies
- Successful experience in policy development, administration, strategic planning and strategic management at the college level
- Budgeting and financial management experience at the college level
- Ability to forge an effective academic management and leadership team for the College
- Ability to function effectively as part of the College's Executive Management Team
- Ability to work together with faculty, staff, students and other administrators
- Ability to forge and reinforce effective relationships with external stakeholders

Specific Technical Skills & Competencies Required

- Develops both individual and program level work/resource plans in order to lead and manage change effectively
- Extensive experience managing projects and ability to independently manage multiple priorities and responsibilities
- Demonstrated experience in using Microsoft Office Suite, e-Learning and other modern technologies in higher educational setting
- Practices good performance management in order to meet or exceed stakeholder needs and expectations
- Practices managerial courage to make tough decisions, when necessary. Engages and motivates people to achieve success and excellence in an open, accountable, transparent and collaborative manner
- Builds positive people-oriented relationships with the Board of Trustees, President, faculty, staff and students across all College departments and shows a commitment to collegiality, mutual respect, supportiveness and inclusiveness
- Acts in a fair, flexible, honest, ethical and professional manner at all times.
- Practices accountability, transparency and integrity, shares information routinely across all areas of the College and external stakeholders.
- Fosters open communication, acceptance and appreciation of others opinions and thoughts • Be frugal and acts as a good steward of the College's resources. Consistently promotes an improved way to do things in order to create organizational efficiency and effectiveness.

- Strong commitment to the mission and core values of the College.
- Passionate advocate for quality service and customer service to students, faculty and staff.

Submission and deadline for all applications

BCC seeks nominations and applications for the position of Vice President for Academic Affairs. This position is expected to take office as soon as possible and is contingent on funding.

Females are encouraged to apply!

The application must be written in English language. Interested individuals are invited to submit a cover letter expressing their interest, qualifications and relevant work experiences as they pertain to the specific requirements, responsibilities and preferences of the Vice President for Academic and Student Affairs position. Each applicant is hereby requested to submit a current resume or curriculum vitae along with copies of official credentials and all degrees earned, the names, phone numbers and e-mail addresses of three professional references.

Review of relevant documents will begin with immediate effect and will continue until the selected candidates are interviewed and position is filled. Only short-listed applicants will be contacted.

All application materials can be submitted electronically to bcc.hr22@gmail.com and cc: zbnorman@gmail.com no later than the aforementioned deadline above. Kindly put “**Application for VPAA**” in subject.

Alternatively, you can place your application materials in a sealed envelope and delivered to: **Human Resource Director, Bomi Community College, Fatorma Compound, Tubmanburg City, Bomi County, Republic of Liberia.**

BCC reserves the right to accept or reject any or all applications without any reason whatsoever.

No phone calls will be accepted.