Position: Vice President for Graduate and Adult Studies
Location: Montreat, NC
Start Date: Spring 2015

Summary: Montreat College seeks an outstanding leader with the vision, skill and experience to plan, direct, and coordinate the growth and development of Montreat College’s School of Adult and Graduate Studies. The successful candidate will bridge the current gap in leadership to leverage Montreat’s market position as a recognized leader in quality adult and graduate education online and/or on one of its five locations across the state of North Carolina. The Vice President and Dean will substantially influence the size, shape and character of Montreat as a premier learning environment creatively collaborating with all academic, technical, enrollment, and college leadership to deliver an experience for adult learners that reflects the values and culture of the College. Montreat seeks an accomplished leader who understands and embraces the Christ centered mission of the college. To this end, a successful leader must develop relationships with key stakeholders to collaboratively develop degree programs consistent with Montreat’s mission.

In this role, the Vice President and Dean will demonstrate significant project management experience in an academic environment. Other essential skills, knowledge and abilities include:

- A comprehensive knowledge of on campus and digital based business models.
- Proven results executing off campus enrollment strategies.
- An ability to direct the implementation of best practices, methodologies and procedures that improve performance and promote growth.
- An understanding of the higher education market, industry’s trends, best practices and ability to leverage that knowledge to forecast and plan for the future.
- The ability to organize, prioritize and schedule work assignments within the various departments using outstanding interpersonal and community relations skills.
- Experience working with inter-organizational teams for strategic operational planning and determining program offerings.
- Examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures that enhance quality.
- Knowledge of current and developing information technology capacity requirements to support operational needs and directions that will aptly support the college’s program offerings.
- Experience hiring faculty and/or staff that advance the Christian mission of the college.
- Knowledge of a broad range of relevant multi-user technology platforms, applications, and/or equipment.

Duties and Responsibilities:
The Vice President and Dean will report directly to the president and will be responsible for identifying opportunities to create, improve, innovate and design programs for the School of Adult and Graduate Studies. Enrollment growth is a key measure of success along with the improvement of degree programs, systems
and processes. The Vice President and Dean will provide consultative leadership to academic affairs, marketing, enrollment and finance.

Additionally the Vice President will:

- Provide leadership and vision for the School including strategic planning, operations, funding, and budget decisions.
- Develop and execute a sustainable strategic plan by collecting and analyzing market data and collaborating with college leadership on the best use of available resources.
- Engage and collaborate with executive leadership, deans, faculty and staff to develop and implement appropriate policies, procedures and processes that ensure effective integration of operations and successful program administration.
- Coordinate as appropriate the use of third party vendors to complement existing resources.
- Assess business process relationships and work toward continuous improvement of efficiencies and effectiveness.
- Conduct update meetings with key leaders and direct strategy meetings as necessary.
- Provide encouragement, quality control and resources to peers and their employees to enable them to be successful.

Education and Experience:

- Master’s degree with a minimum of five years of experience directly related to the duties and responsibilities specified. A doctorate is preferred. Experience with both on campus and online learning in a higher education environment is also preferred.

Qualifications:

- Commitment to academic excellence through the integration of faith and learning from an evangelical Christian prospective.
- Five to seven years experience working in a fast-paced, data-driven environment with demonstrated success leading adult and graduate studies.
- Outstanding verbal and written communication skills as well as strong presentation skills are essential.
- Demonstrate leadership and vision in managing projects or initiatives from an operational, as well as academic point of view.

How to Apply:
Submit Cover Letter, Resume, and Statement of Faith to:
Bill Peterson
Partner, Carter Baldwin
678-448-0013
bpeterson@carterbaldwin.com

About Montreat College:
Montreat College is a Christian liberal arts college accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to offer masters, bachelors, and associates degrees. The main campus is located in the Blue Ridge Mountains fifteen miles east of Asheville, North Carolina, a region recognized as one of the most attractive living environments in the United States. Satellite campuses in Asheville, Charlotte, and other sites supplement the main campus. The College is committed to Christ-centered teaching and learning, and is a member of the Council for Christian Colleges & Universities.