



Vice President, School for Adult and Graduate Studies

Position Summary:

Reporting to the college president, this executive will provide leadership for all elements of enrollment for the School for Adult and Graduate Studies (AGS), with an emphasis on efforts to increase enrollment. The vice president for AGS will provide consultative leadership to academic affairs, marketing, and finance on program growth, expansion, and management. This leader will also provide counsel to the president, and guide staff and colleagues toward achievement of annual goals toward the successful accomplishment of Montreat College's vision.

Qualifications:

A qualified candidate will have a personal commitment to Jesus Christ and affirm and support the vision, mission, statement of faith, and community life covenant of Montreat College. The candidate will possess progressively increasing responsibility and success in enrollment growth in adult and graduate education. The candidate will also possess a clear ability to articulate the essentials of a Christian liberal arts education and how it relates to adult education. This person must possess the necessary leadership and marketing skills to ensure success of a results-oriented and energetic AGS effort.

Other qualifications include:

Excellent people skills.

Excellent written and verbal communications abilities, including demonstrated ability to make effective oral and written presentations.

Critical thinking skills and ability to communicate in an articulate and persuasive manner.

Excellent organizational skills; ability to prioritize and handle multiple projects in order to meet deadlines.

Strong organizational, management, and supervisory skills are essential.

Calm demeanor under pressure and deadlines.

Close attention to detail.

6-10 years of progressive, proven experience in adult and graduate education leadership in a fast-paced, data-driven environment.

Proven track record in delivering results against objectives.

Capacity to grasp and communicate vision to a broad spectrum of constituencies.

Bachelor's degree required. Master's strongly preferred.

Responsibilities:

Develop and execute a sustainable strategic plan that reflects an understanding of the relevant markets, industry's trends, and best practices by collecting and analyzing market data and collaborating with college leadership on the best use of available resources.

Direct the implementation of best practices, methodologies and procedures that improve performance and promote growth.

In collaboration with all stakeholders, insure the creation and implementation of marketing plans for individual academic programs.

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.

Implement on-campus and digital-based business models in collaboration with executive leadership of the college.

Manage AGS budget and provide recommendations for multi-year budget planning.

Exercise as needed the knowledge of a broad range of relevant multi-user technology platforms, applications, and/or equipment.

Maintain updated knowledge of current and developing information technology capacity requirements to support operational needs and directions that will aptly support the college's program offerings.

Organize, prioritize and schedule work assignments within the various departments using outstanding interpersonal and management skills.

Provide leadership to the AGS team.

Represent the college at events on and off campus.

Other duties as assigned.

Reports to: Montreat College president

Education: Bachelor's degree required. Master's preferred.

Application Requirements:

1. Completed application.

<https://www.montreat.edu/wp-content/uploads/2017/08/application.docx>

2. Cover letter reflecting the candidate's ability to perform the job as detailed in the job description.
3. An updated resume.
4. Personal statement of Christian faith.
5. Three professional references.

By mail, send to:

Paul J. Maurer
President
Montreat College
Box 1267
Montreat, NC 28757

By email, send to:

Hope Deifell at hdeifell@montreat.edu

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.