Position: Vice President of Academic Affairs & Dean of the College

Location: Montreat, NC

Start Date: No later than July 1, 2015

Summary:
Montreat College is experiencing a season of exciting vision and rebirth. A new president is assembling highly capable and energetic individuals to form the great team needed to lead the college to growth and into leadership in Christ-centered education. The team is nearly complete. One of the final pieces needed is an outstanding academic leader.

Reporting to the college president and serving on the president’s cabinet, the Vice President of Academic Affairs (VPAA) is the senior administrator of educational programs for the college. She or he has responsibility for the supervision of the faculty, associate deans in the academic department, the library, academic records and registration, academic advising, academic support, institutional effectiveness, the college's relationship with SACSCOC, faculty development, and the college's priority on calling and career. This person will also have significant cooperative leadership with Montreat college’s school of adult and graduate studies.

The VPAA provides educational leadership to the campus and shares responsibility for articulating the values of Christian liberal arts education to the faculty and campus community, and to the larger college constituency. In addition, this individual represents Montreat College's mission and quality to the wider academic community.

In college decisions involving curriculum, personnel, learning resources, technology resources, and budget, the Vice President and Dean is the primary faculty voice to promote excellence in instruction and the learning environment. He or she is responsible to ensure the academic policies of the Board of Trustees and the faculty are executed.

The Vice President of Academic Affairs & Dean of the College is a member of faculty.

Duties and Responsibilities:
- Provide leadership for the academic quality of the College.
- Provide a structure for faculty development, including a means to advance their understanding of the integration of faith and learning. Promote and develop a culture of excellence in teaching and scholarship.
- Provide leadership to develop new academic programs, strengthen existing programs, and revise curriculum as needed.
- Provide leadership and supervision for Montreat College’s associate deans in the academic department. This includes the College’s relationship with SACSCOC, assessment, institutional effectiveness, and the College’s priority on calling and career.
- Develop academic policies and procedures as needed.
- Provide leadership in faculty hiring and evaluation.
- Provide leadership and supervision in personnel selection and staff development in academic areas, with a commitment to continuous improvement.
- Provide leadership and supervision for the College’s academic support services.
- Provide leadership and vision for the evolving role of library science.
- Insure the quality of the College’s development of, and participation in, off-campus programs. This includes but is not limited to Montreat College’s MAPP and CCCU’s Best Semester Program.
- Insure the quality of the College’s academic advising and the registration/records of students; determine teaching assignments, and; supervise class scheduling.
Insure the catalogs and documents relevant to the educational mission of the College are updated and published in a timely manner. This includes but is not limited to the College catalog and Faculty Handbook. Maintain accurate records for current analysis, benchmarking, and historical significance.

Prepare and manage the academic budget for the College. Coordinate the preparation of the budgets of each of the instructional departments, the library, academic offices, general instruction, and special programs such as dual enrollment, May term, and summer classes. Consult with the president and the Vice President for Finance and Administration on the College budget.

Collaborate with the Vice President for Student Services toward the development of the College’s commitment to the spiritual formation of its students.

Work in a fully cooperative relationship with the Vice President of Student Services toward achievement of the College’s retention goals.

Other duties as assigned.

Education/Experience/Qualifications:

- A mature faith in Jesus Christ.
- Strong support for the Christian character, vision, and mission of Montreat College.
- A clear understanding of and ability to articulate the essentials of a Christian liberal arts education.
- A demonstrated understanding of the integration of faith and learning.
- Excellent people skills, and the ability to enhance and foster an already existing collegial community.
- Excellent written and verbal communication abilities.
- Proven personnel leadership skills.
- Strong organizational, management, and supervisory skills.
- Proven track record in delivering results against measurable objectives.
- A demonstrated ability to build team(s) and provide leadership toward advancing team objectives.
- Capacity to grasp and communicate the College’s vision to a broad spectrum of constituencies.
- Ph.D. or equivalent.

How to Apply:
Submit Cover Letter, CV, and Statement of Faith to
Dr. Paul Maurer
President of Montreat College
vpaa-search@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 associate 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.