



POSITION TITLE: Vice President – Valley Campus, Alamosa, Colorado

POSITION STATUS: 12 month, full time

FLSA STATUS: Exempt

REPORTS TO: President

SUPERVISES: Valley Campus

Position Summary:

Trinidad State Junior College (TSJC) seeks a Vice President for its Valley Campus located in Alamosa, Colorado. This is a full-time, 12-month, administrator position which reports directly to the President of the College. The Vice President has primary responsibility for providing administrative leadership and overall direction to ensure efficient campus operations, and to promote community relations, partnerships, marketing/communications, and concurrent enrollment within the service area. This position will collaborate closely with Trinidad Leadership to ensure consistent practices across both campuses and will be responsible for daily leadership and operational oversight of the campus. This position is active in enforcing administrative, fiscal and legal standards as prescribed by the State Board for Community Colleges, adhering to College policies and procedures and budget oversight for all College services and programs.

Responsibilities include, but are not limited to, the following:

- Provides day to day leadership and operational oversight for all aspects of the TSJC Valley Campus within the policies of the State Board for Community Colleges and Occupational Education and Trinidad State Junior College policies, procedures and Core Values under the direction of the President of TSJC.
- Oversees Marketing/Communications for the College, both Trinidad and Valley campuses.
- Oversees Concurrent Enrollment for the Valley service area.
- Establish daily procedures and practices that promote participation and collegiality.
- Work collaboratively with the Vice President of Academic Affairs (VPAA) to promote academic excellence, creativity, leadership, cooperation/teamwork and accountability throughout the Valley Campus. Plan, implement and evaluate programs and services of the Valley Campus with the VPAA.
- Work collaboratively with the Vice President of Student Services to provide leadership for student services, cooperation/teamwork, activities and accountability on the Valley Campus. Plan, implement and evaluate programs and services for the Valley Campus. Ensure student service processes and support services are consistent with the Trinidad Campus.
- Work collaboratively with Campus Security to ensure a safe and comfortable campus environment.
- Work collaboratively with the Vice President of Administrative Services on facilities management, facilities planning and capital budgets, organizing and prioritizing resources to provide for campus needs, including responsibility for operations, development and budget management.
- Work collaboratively with both internal and external constituents to develop and implement new programs and services that support the college's strategic plan and improvement of student learning outcomes utilizing data driven decisions and strong communication.
- Foster a campus climate and culture that promote key college values of collaboration, innovation, open communication with all constituencies, and ongoing staff development.

- As a member of the President's Leadership and College Council, collaborate with the internal constituents to set the vision for the college, design and implement strategic initiatives, set annual college goals, and review and approve college policies/procedures.
- Develop and maintain strong community relationships to include labor, business, industry, other colleges and universities, and appropriate city, state, and federal agencies and other groups that support college programming, marketing, fundraising, and legislative initiatives.
- Serves as an official College representative on community boards and committees as appropriate. This position meets almost daily with contacts outside of the college for the purpose of representing the college in local affairs - building partnerships, providing information, and advocating for the college.
- Collaborate with the college foundation to identify fundraising priorities and goals.
- Provides leadership in program development, scheduling, recruiting, staff development, and staff evaluation.
- Provides leadership in assurance of quality instruction in all campus programs, including distance learning.
- Serves as the liaison between the Trinidad and Valley campuses and promotes unity between them.
- Performs other duties as assigned by the President of Trinidad State Junior College.

Position Qualifications

Required:

- Graduation from an accredited college/university with a Master's degree in education, public administration, business administration, higher education academic discipline or other related field.
- One year recent leadership experience similar in scope of authority to a college dean or vice president.
- A proven track record of developing and maintaining partnerships with external organizations and relationships with key community leaders, including legislators and business leaders.
- Experience developing budgets, defending those budgets with clear rationale, and appropriately monitoring spending.
- Knowledge, use and implementation of technology in learning environments.
- Ability to communicate effectively, verbally and in writing. Ability to establish and maintain effective working relationships with a variety of employees, departments, and constituents (e.g. faculty, part-time instructors, administrators, support staff, and students) and a demonstrated commitment to seeking multiple viewpoints on key decisions.
- Commitment to diversity particularly as it relates to rural agricultural areas and the Hispanic culture.
- A demonstrated ability to lead complex organizations that value and respect differences.
- Successful track record in personnel development, new program start-up, business and industry collaboration.
- Experience in long range planning.
- Understanding of and commitment to the philosophy, purposes and goals of a comprehensive community college.

Preferred:

- Experience in a post-secondary institution.
- Community College leadership at a Dean or Vice President level.
- Demonstrated understanding of enrollment management (recruiting, retention, marketing, evaluation).
- Demonstrated ability in leading an institution into the future.
- Demonstrated commitment to and skill working with traditional and nontraditional students.
- Knowledge of advanced technology and distance learning.
- Evidence of commitment to the multi-dimensional roles of rural community colleges and the diverse publics served.
- Ability to develop and maintain relationships and collaborate with K-12 districts and other higher education entities.

- Fundraising in higher education or a non-profit setting.
- An understanding facilities management, facilities planning and capital budgets.

Necessary Special Requirements:

- The successful candidate must submit to and successfully complete a post-offer, pre-employment background check as a condition of hire.
- The successful candidate must be willing to reside in the San Luis Valley area immediately upon hire.
- Must be willing to travel.

Salary

Anticipated beginning salary range is \$80,000-\$90,000 based on a full-time, 12-month contract. Final salary of successful candidate will be commensurate with qualifications and experience. Excellent benefit package including retirement and health insurance is available.

Application Instructions

For consideration, an applicant must submit the following by the closing date:

- A letter addressing the professional qualifications listed in the position description;
- A current resume;
- Transcripts (of highest education attained; unofficial are sufficient); and
- Three (3) current references. Include addresses and telephone number contact information.

Closing

Closing date for receipt and consideration of candidates is **August 9, 2019 at 5:00 p.m.** *Incomplete applicant files may not be considered. Screening of applications to begin immediately.*

Proposed starting date: ASAP

SUBMIT ABOVE APPLICATION MATERIALS TO

TSJC Search Committee, Vice President of Valley Campus

ATTN: Human Resources

600 Prospect Street

Trinidad, CO 81082

(719) 846-5534

Email: lorrie.velasquez@trinidadstate.edu

Fax: (719) 846-5064 (direct fax, does not require cover sheet)

Inquiries

Dr. Rhonda Epper, President, Trinidad State Junior College – (800) 621-8752, ext. 5534 or (719) 846-5541

NOTICE OF NON-DISCRIMINATION

Trinidad State Junior College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Trinidad State Junior College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in its education programs and activities.

The College has designated its Director of Human Resources as its Affirmative Action Officer/Equal Opportunity Coordinator/Title IX Coordinator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact the Director of Human Resources at Trinidad State

Junior College, 600 Prospect Street, Trinidad, CO, 81082, 719-846-5534. You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

CAMPUS SECURITY

This position has been identified by the U.S. Department of Education as a Campus Security Authority. As a Campus Security Authority the incumbent in this position is required to report all crimes that they become aware of to the Vice President of Student Affairs, Dean of Students or Human Resources Department at Trinidad State Junior College.

This position must report all incidents, whether directly or indirectly, that you become aware regarding Civil Rights, which includes all sexual misconduct incidences, to the Equal Opportunity/Title IX Coordinator for the College.

This position is responsible for development of student training and awareness programming in campus housing regarding unlawful discrimination and harassment prevention, which includes sexual misconduct, in collaboration with the Equal Opportunity/Title IX Coordinator for the College.

This position is responsible for development of primary prevention and awareness programs in campus housing for incoming students as well as ongoing prevention and awareness campaigns pursuant to the Violence Against Women Reauthorization Act on dating and domestic violence, sexual assault, and stalking, in collaboration with College staff responsible with overseeing Clery Act compliance.

NOTICE TO ALL APPLICANTS

Former employees of the Colorado Community College system or one of its 13 colleges, who were disciplinarily terminated or resigned in lieu of termination, must disclose this information on your application/within your application materials. All materials submitted become the property of Trinidad State Junior College and will not be returned. The State of Colorado must comply with the Immigration Reform and Control Act/1986. If hired, you will be required to provide documents to show your identity and authorization to work. This law applies to all persons hired. Colorado fiscal rules require all new employees to be on direct deposit.

ABOUT TRINIDAD STATE JUNIOR COLLEGE

Trinidad State Junior College, located in Trinidad, Colorado, is a state-supported, two-year institution of higher education. The College was established by an act of the State Legislature in 1925, and is the oldest public two-year college in the State of Colorado. The College's Service Area includes eight rural counties characterized by low population density and small communities. One campus is located in Trinidad and is a residential campus while the other, located in Alamosa, is a commuter campus. Both campuses serve distinct populations. As a comprehensive Community College, Trinidad State Junior College not only offers ongoing transfer Associate of Arts Degree and Associate of Applied Science (vocational) Degree programs, but also has developed and implemented numerous successful short-term vocational certificate programs, and totally inclusive adult education and developmental programs.

For information regarding Trinidad State Junior College Security, including crime statistics for the Trinidad and Alamosa campus and surrounding area, please see the Trinidad State Junior College Campus Security website at: <http://www.trinidadstate.edu/security/>. For a hard copy report please contact 719-846-5618

ABOUT TRINIDAD, COLORADO

A well-known landmark, Fisher's Peak, overlooks the City of Trinidad, which is nestled in a valley surrounded by pinon-studded hills. Located 185 miles south of Denver, and just 15 miles north of the New Mexico border on Interstate Highway 25, Trinidad abounds in a panorama of mountain beauty. Ski slopes are within a 60-minute drive from the campus. Recreation parks for camping and fishing are nearby. Trinidad's nine-hole golf

course is one of the best in the state. Having a population of approximately 10,000, Trinidad is known for the convenience and friendliness of small-town living. The area is unexcelled for its moderate, dry climate. For more information about Trinidad State Junior College or the Trinidad and Las Animas County, Colorado, area – please visit the following websites:

- www.trinidadstate.edu
- www.historictrinidad.com
- www.trinidadchamber.com

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TSJC MISSION STATEMENT

Enrich our diverse communities through qualify educational experiences and lifelong learning.