



# BISHOP STATE COMMUNITY COLLEGE

## Position Announcement

Posted Date: August 6, 2020  
Closing Date: Until Filled

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**Position:** Vice President of Operations

**Campus:** Main

**Minimum Qualifications:**

- Earned Master Degree from a regionally accredited institution is **required**.
- Ten (10) years of experience working in a large complex educational environment is **required**.
- Five (5) years of experience in executive-level management in higher education is **required**.
- Experience overseeing multiple departments/divisions, budgets, personnel supervision, and strategic planning at the Dean's level or higher is **required**.
- Experience working with Academic, Technical, Fiscal, and Student Affairs is **required**.
- Earned Doctorate Degree from a regionally accredited institution is *preferred*.
- Experience working in a higher education environment (Post-Secondary or Collegiate level) is *preferred*.
- Community College experience is *preferred*.
- Experience working with Auxiliary, Athletics, and Extracurricular Activities is *preferred*.
- Experience reporting directly to a President/CEO is *preferred*.

**Campus:** Main

**Required Knowledge, Skills, Abilities, and Responsibilities:**

- Demonstrates passion for student success and the community college mission.
- Ability to work in a diverse and multicultural community.
- Must be an advocate for inclusion and student equity.
- Must be skilled in the participatory leadership style.
- Must exhibit a commitment to transparency, integrity, collaboration, communication, and ethical behavior.
- Must possess excellent interpersonal skills.
- Must have the ability to listen, collaborate, and inspire others to come together in order to achieve common goals.
- Complies with all policies of the Alabama Community College System Board of Trustees, the Alabama Community College System, and Bishop State Community College.
- Provides direct support for and advice to the President.
- Responsible for college-wide decision-making in the President's absence.
- Responsible for the coordination and oversight of the day-to-day internal operations of the College in the President's absence.
- Serves as a member of the President's Executive Council to ensure the effective operations of fiduciary, academic, student success, and legal functions of the College.
- Works closely with Academic, Technical, and Student Engagement divisions, providing high-level leadership for successful retention and completion initiatives.
- Provides high-level leadership for the execution of Bishop State Community College's Strategic Plan and continued system-wide operation.
- Leads systematic initiatives on behalf of the President.
- Responsible for supporting and aligning with the Board of Trustees' actions, Presidential directives, and the College's Strategic Plan.
- Provides leadership to foster teamwork and unite divisions in an environment of collaboration.
- Mentors members of divisions and others to bring about positive change and innovation.
- Prepares and/or contributes to the preparation of reports, briefings, presentations, and responses on institutional and strategic issues.
- Assists the President with correspondences dealing with issues and subject matter in ways that sometimes require

considerable sensitivity, discretion, judgement, and/or negotiation.

- Participates in key meetings with faculty, administrators, and others as needed and delegated.
- Accurately represents the President's position in internal meetings and discussions to help drive understanding and move decision-making forward.
- Facilitates the needs of senior staff to raise critical issues with the President and receive needed responses, guidance, and decisions.
- Assists in all aspects of College administration, at the direction of the President.
- Handles and directs special projects as assigned by the President.
- Other duties as assigned by the President.

**Anticipated hire date: January 4, 2021**

**Salary:** ACCS Salary Schedule –B (\$91,457-\$126,303)

**Essential Job Functions:**

Work is generally performed in an office environment with frequent interruptions and irregularities in the work schedule. Learned physical skill is required for keyboarding. Frequent walking, standing, or sitting may be required. Working hours may vary and occasional evening or weekend work is required. No special coordination beyond that used for normal mobility and handling of everyday objects and materials is needed to perform the job satisfactorily.

**Application Procedure:**

Position announcements and employment applications are available at [www.bishop.edu](http://www.bishop.edu) and by contacting the Office of Human Resources at (251) 405-7052. Application materials may be delivered to the Office of Human Resources, Room 326 of the Yvonne Kennedy Business Technology Center, submitted via U.S. mail to the following address: Office of Human Resources, 351 North Broad Street, Mobile, AL 36603, or emailed to [humanresources@bishop.edu](mailto:humanresources@bishop.edu). **Applications currently on file must be resubmitted for this position. Delinquent and/or unsigned application packets and/or documents will not be accepted. Only complete application packets will be given consideration for employment.**

**A completed application packet consists of:**

- Completed Bishop State Community College employment application (must be signed)
- Letter of interest with reference to the position announcement
- Current resume
- Applicable Transcript with conferred date (While an unofficial transcript may be submitted as part of the application packet, an official transcript must be received before the date of hire.)

In accordance with Alabama Community College System policy and guidelines, the applicant chosen for employment will be required to sign a consent form and to submit a nonrefundable fee of \$17.40 (additional charges may apply) for a criminal background check. Employment will be contingent upon receipt of a clearance notification from the criminal background check. Bishop State Community College is an active participant in the Employment Eligibility Verification Program (E-verify). E-verify electronically confirms an employee's eligibility to work in the United States as required by the Department of Homeland Security.

**Other Information:**

The Selection Committee will screen all applicants for the position. The Committee will select applicants for in-person interviews which may consist of question/answer session and /or skills assessments. Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. The College reserves the right not to fill the positions in the event of budgetary or operational constraints. Bishop State Community College is a multi-campus organization and employees of the College are required to travel among various work sites for both day and evening responsibilities and must provide their own mode of transportation. Bishop State Community College is an equal opportunity employer. It is the policy of the Alabama Community College System, including postsecondary community and technical colleges under the control of the Alabama Community College Systems Board of Trustees, that no employee or applicant for employment or promotion, on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Bishop State Community College will make reasonable accommodations for qualified disabled applicants or employees. Bishop State Community College reserves the right to withdraw this job announcement at any time prior to the awarding.