



H. LAVITY STOUTT COMMUNITY COLLEGE

POSITION OPENING

The Board of Governors of H. Lavity Stoutt Community College (HLSCC) invites applications for the office of **Vice President**.

Job Description: Responsibilities

The Vice President is the second-ranking officer of the College and acts as academic leader, taking responsibility for the faculty, admissions, student advising, academic human resources and strategic planning. Under the general direction of the College President, the Vice President provides stability and accountability within the College as a means of continuously improving the quality of the College's overall educational program. The Vice President will also be required to:

- Provide leadership in advancing the academic mission, implement the strategic objectives of the College, direct the educational planning process and maintain the Academic Master Plan;
- Supervise the offices and programmes of College Deans, the Registry, Student Success Centre, Learning Resource Centre, Department of Outcomes Assessment, and the Virgin Gorda Centre;
- Plan, develop and implement innovative programmes in order to provide a rich and supportive student learning environment;
- Promote excellence in all aspects of academic programming, facilitating curriculum development and assessment of learning outcomes, and managing academic related institutional operations;
- Design and implement plans to continue enrolment growth, student retention through graduation, transfer to other educational institutions, or employment success;
- Provide leadership in the development, enhancement and review of academic policies and procedures; oversee the assessment of academic and workforce programmes, and the production of the College catalogue;
- Develop and maintain partnerships with business, government agencies, high schools and other colleges and universities to facilitate the planning and delivery of educational and student services;
- Allocate and manage instructional and student services budgets;
- Work on special projects and programmes as assigned by the President; and
- Any other duties or tasks that may be assigned on an as-needed basis.

Requirements & Qualifications

An earned doctorate or other terminal degree in an appropriate discipline from a recognized institution, a distinguished record of teaching, scholarship and service sufficient to warrant appointment at the rank of full professor/principal lecturer, and a minimum of 5 years of successful leadership and administrative experience as the head of a major academic unit.

Applicants should submit a cover letter of formal application, as well as a detailed resume of all educational and professional experiences together with copies of relevant credentials and three letters of reference. Please mail to: Mrs. Surbhi Williams, Human Resources Manager, H. Lavity Stoutt Community College, P.O. Box 3097, Road Town, Tortola VG1110, British Virgin Islands. Applications may also be emailed to hr.apps@hlsc.edu.vg. Please call (284) 852-7265 for additional information.

Salary: Commensurate with Experience

Closing Date: July 7, 2017