

Colorado Mountain College Position Description

Title: Vice President and Campus Dean, Leadville (Residential Campus) & Salida (Non-Residential)
FLSA Classification: Exempt (Salaried)
Hiring Salary Range: \$127,883.01 - \$142,092.23

Under the general direction of the College President and in close coordination with the college's Chief Operating Officer & Chief of Staff, the Vice President and Campus Dean for Leadville and Salida provides executive level vision, innovation, and overall leadership of the campuses to ensure the success of students, employees, and the communities. This position works closely with the college's executive team as well as internal and external constituent groups to further CMC's mission and vision, including responding to the changing needs and demographics of local communities.

The position oversees the operations of both campuses as well as programming for the balance of Chaffee County, which is not in CMC's taxing district, but part of its broader service area; adhering to college-wide policy and working in close collaboration with central office leadership and departments. The incumbent is accountable for compliance with all federal, state and local laws and regulations; for ensuring that campus operations and programming are consistent with college-wide practice and procedures; and for providing effective engagement with community stakeholders, including K-12 school officials, business and non-profit leaders, elected and government officials, alumni, and others.

In collaboration and coordination with the CMC Foundation, the Vice President and Campus Dean will engage in friend- and fundraising in the local communities and contributing to college-wide projects and capital campaigns from time to time. This position may be combined with other central or college-wide roles and responsibilities.

Responsibilities specific to Leadville

The Vice President and Campus Dean responsible for a residential site has duties that include oversight of student residential facilities, food service, libraries and related features, functions and services.

Responsibilities specific to Salida

The communities of Salida and Poncha Springs recently joined CMC's taxing district and the college has been entrusted with the unique responsibility of building a college presence and services in this new location. The Vice President and Campus Dean will be responsible for building a vibrant, high quality cadre of programs and courses in a start-up environment. The successful candidate will have experience building a team, business, idea, concept and facilities from the ground up with an eye to opportunities, partnerships and collaborations across sectors.

Prerequisites for Position – Qualifications

The ideal candidate will be able to demonstrate success working within diverse communities; establishing access and student success programs; and partnering with government and community leaders to provide educational solutions to community needs. Knowledge of and experience with innovative approaches to traditional education challenges is highly desirable.

Education and experience sufficient for the rigors of the position, such as a Master's degree from an accredited institution and a minimum of seven years or relevant executive or senior level experience or equivalent. Doctorate or terminal degree preferred; ten years of experience preferred. The ideal candidate will be able to

demonstrate success working within diverse communities; establishing access and student success programs; and partnering with government and community leaders to provide educational solutions to community needs. Knowledge of and experience with innovative approaches to traditional education challenges is highly desirable. Special Skills or abilities related to position: knowledge of current principles, practices, and trends in leadership, organizational development and management; higher education budgeting and fiscal oversight; federal laws, codes and regulations covering higher educational institutions; trends and developments in technology, which have campus and/or district-wide implications.

Ability to: lead the campus and service sites through multi-faceted opportunities; facilitate cooperation through discussion and consensus-building; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of organizational goals; implement organizational/reorganization policy to effect a functional administrative delivery system; identify and respond to public and Board of Trustees issues and concerns; ability to provide leadership in the areas of integrity and ethics in order to implement institutional goals; communicate effectively orally and in writing; establish cooperative working relationships in the course of performing assigned duties and exercise humor, teamwork and fidelity in all aspects of work.

Welcoming. Innovative. Focused on Student Success. These principles reflect the soul of CMC. They guide us in building our teams, cultivating leaders, and expanding our approaches and mindset. They guide us to be an institution of higher education that's the right fit for every faculty member, staff, student, and community member in its trust. Applicants must demonstrate a commitment to working effectively with students, employees, and community members of all backgrounds.

Bilingual (English/Spanish) or conversational language abilities preferred.

Essential Duties

Senior-Level Leadership

- Provide direction to develop organizational, leadership and diversity initiatives that promote a culture of professional excellence and accountability
- Work collaboratively with other leadership groups to further the college's vision
- Develop collaborative relationships include working with senior level administrators at the campus and within the College, as well as faculty, staff, students, community organizations and leaders, governmental, regulatory and agency representatives, and the general public
- Lead and participate in design and delivery of short, intermediate and long-range strategic planning;
- Ensure student success
- Develop and implement programs, policies and initiatives
- Oversee curriculum development, delivery and instruction
- Promote collaborative decision-making
- Coordinate and support Foundation and overall college advancement and marketing activities
- Ensure the consistent delivery of policies, practices, and systems of internal control necessary to comply with federal, state and other legal reporting requirements

Campus Administration

- Develop, implement, and manage campus budgets
- Create, review, and revise processes and related administrative activities
- Oversee staffing and administrative structures to ensure effective campus administration
- Provide leadership, supervision and evaluation of site personnel

- Provide for faculty and staff development with associated performance expectations and accountability
- Oversee student residential facilities
- Oversee food service and libraries
- Oversee additional student life functions and services that are part of a residential location

Student Recruitment and Retention

- Develop and oversee student recruitment activities in collaboration with student affairs
- Oversee and evaluate registration processes and procedures
- Develop and oversee student retention procedures to ensure student success
- Oversee the delivery of student support services and instructional support functions
- Oversee the development and delivery of adult and non-credit programs
- Ensure the successful implementation of high school (concurrent enrollment) programs

Community Relations

- Provide leadership and interaction to meet the educational needs of the community
- Create, develop and promote positive community service and engagement
- Identify and ensure the development of public service, education, and training programs
- Represent the College and local campus at community functions and service groups
- Meet with local businesses to identify and address workforce development needs
- Provide leadership in friend- and fundraising efforts in collaboration with the CMC Foundation

Campus Facilities

- Supervise and manage the utilization and management of all campus facilities
- Identify, plan for, and monitor capital improvements
- Coordinate acquisition or renovation/remodeling of campus facilities with the President and other senior administrators

Coordination with College-wide Offices and Personnel

- Coordinate with the President, chief operating officer, and other central services personnel to ensure the consistent implementation of college-wide policies, programming, and procedures
- Supervise the faithful execution of the college's Strategic Plan

Other duties as assigned.

Special Conditions of Employment

Successful completion of a background check including motor vehicles records report is required. Incumbent will adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned. Travel within the college's service area and state-wide will be required, as well as weekend and evening hours due to the nature of the position responsibilities.

Working Conditions

This position requires frequent standing and sitting; occasional walking and driving; occasional climbing, handling objects, reaching with hands/arms, and using finger movements; occasional lifting, carrying, pushing/pulling up to 50 lbs.; ordinary talking, hearing and full vision capabilities; constant reading/comprehending, writing, performing calculations, communicating orally, and reasoning/analyzing. Work is performed using a computer and standard office equipment daily, and frequently a vehicle.

Revised 04.23.2021 and codes updated 02.21.2020; range updated 2.11.21 updated 07.01.2021

Residential 106000 70%/102000 30%
110.156301.45

NOTE: This position description is intended to indicate the basic nature of positions allocated to this class and provide examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Employee may perform other related duties as required to meet the ongoing needs of the organization.