



3300 Century Avenue North, White Bear Lake, MN 55110

**Position:** MnSCU Excluded Administrator 9 (Unclassified)  
**Working Title:** Vice President of Academic Affairs

**Appointment:**  
Full Time, Unlimited

**Posting Date:**  
December 16, 2011

**Deadline:**  
January 31, 2012

**Contact:**  
Human Resources

**Telephone:** 651.779.5804  
**Fax:** 651.779.5757  
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Century College is an  
Equal Opportunity  
Employer and Educator

**Responsibilities:**

- Serve as the Chief Academic Officer.
- Accountable for all credit instructional programs and teaching/learning activities of the college.
- Provide leadership and direction to all credit academic disciplines and programs of the college in support of the college mission and goals at a level of quality that is consistent with expectations of the students and the various constituencies of the college.

**Minimum Qualifications:**

- Master's Degree
- Six (6) years of higher education administration experience.
- Teaching experience at the college level.
- Demonstrated experience in fostering and supporting diversity throughout the college.
- Demonstrated competence in prescribing and interpreting research.
- Demonstrated competence in conducting both long-range and short-range planning.
- Experience in a collective bargaining/contract administration setting.

**Preferred Qualifications:**

- Doctorate Degree
- Demonstrated experience in both liberal arts and career and technical education.
- Demonstrated experience in leading student success initiatives.
- Demonstrated experience integrating student development with academic achievement.

**This position requires the ability to:**

- Provide leadership of a team that includes academic administrators, faculty, and classified staff.
- Effectively lead college-wide initiatives.
- Build relationships and trust through communicating effectively and acting with integrity.
- Make difficult decisions and foster participatory decision making.
- Delegate and hold others responsible in a way that instills confidence and self-respect.
- Effectively manage a large and complex budget.
- Respond to student requests in support of student success.
- Foster and promote innovation and produce desired change.

- Positively represent the college to external partners and stakeholders.

**Application Procedure:**

Please go to the Century College Prospective Employee Website to apply:  
**[www.century.edu/employees/humanresources/jobseekers.aspx](http://www.century.edu/employees/humanresources/jobseekers.aspx)**

Please upload the following information with your application :

- Letter of interest
- Current resume
- Names and contact information for five professional references (no letters)
- Copies of transcripts

**Incomplete applications will not move forward to the search committee.**

Notice: In accordance with the State of Minnesota Vehicle Fleet Safety Program, employees driving on college business who use a rental or state vehicle shall be required to conform to the vehicle use criteria and consent to a Motor Vehicle Records check.