



SHELTON STATE

COMMUNITY COLLEGE

Now Accepting Applications for

PRESIDENT

Shelton State Community College, a two-year community college with two campuses, seeks a visionary and experienced senior administrator, who will provide exceptional leadership as the **President**. The President reports to the Chancellor of the Alabama Community College System.



Application materials must be received by 12:00 p.m. CST on August 17, 2020.

POSITION SUMMARY

The President is the chief executive officer of the college and reports directly to the Chancellor of the Alabama Community College System. The President is responsible for administering and supervising the total college program in the assigned college. As chief executive officer, the President must delegate authority and yet retain final responsibility for the effective operation of the college.

Responsibilities

- Follow established policies and procedures of the Alabama Community College System Board of Trustees and the Chancellor.
- Follow established channels in relating the affairs of the college to the Chancellor and the Alabama Community College System Board of Trustees.
- Represent the needs of the college at the state and national levels by attending Presidents' meetings, serving on special interest committees, and attending regional and national meetings as appropriate.
- Appoint all faculty and staff of the institution in prescribed procedures, assign their duties and responsibilities, and ensure periodic evaluation.
- Report data and information in a timely and accurate manner to the Alabama Community College System Office.
- Manage the fiscal affairs of the college efficiently and economically.
- Interpret the mission of the college to local business, industry, and civic interests.
- Involve the community in planning programs and services to be offered at the college.
- Promote the maximum utilization of the college's facilities and resources to the benefit of the community.
- Promote the articulation of the college's programs with secondary and other postsecondary institutions.
- Secure, as appropriate, governmental and other outside funding for the college projects.
- Conduct appropriate fundraising activities.
- Provide leadership for maintaining quality educational programs.
- Create an atmosphere conducive to high faculty, staff, and student morale.
- Effectively delegate responsibility and authority to appropriate administrative officers.
- Maintain open channels of communication with faculty, staff, and students.
- Direct long-range planning activities which include input from the faculty, staff, and students.
- Support continuous professional development activities of faculty and staff.
- Develop annual and long-range goals for the college.
- Provide effective leadership and management for the overall direction of the institution.

Qualifications

- Earned master's degree from a regionally accredited college or university is required. Earned doctorate from a regionally accredited college or university is desired.
 - A background of high-level administrative experience with a minimum of five years of senior-level, full-time administrative experience in an applicable institution, government agency or industry is required.
 - Knowledge of the mission and role of public two-year institutions, particularly their important role in community economic development and workforce development is required.
 - Experience in interpreting organizational needs, programs, and activities to the employees, community organizations and agencies, area school systems, the Legislature, and providing services and training for business and industry is required.
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Educational Philosophy

- Committed to the community college concept of quality education.
 - Committed to the professional development of faculty and staff.
 - Student-oriented in the sense of recognizing that all aspects of the college are to facilitate learning and student development, with the student obtaining a level of competency and the student being kept informed of progress.
 - Committed to the offering of programs that are relevant to the current needs of business and industry.
 - Demonstrated knowledge of the academic transfer programs and evidence of ability to work with the four-year institutions.
 - Demonstrated knowledge of the technical programs and evidence of ability to work with business and industry.
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Personal Characteristics

- Demonstrated sensitivity to all facets of the community, including the needs of the various groups of which it is comprised.
- Demonstrated ability to communicate well, both orally and in writing.
- Demonstrated ability to work as a team member, which includes all segments of the college faculty, staff, students, and governing boards.
- Demonstrated leadership, decision-making, and coordinating abilities in a complex organization.
- Demonstrated ability to project a positive public image.

About Shelton State Community College



Shelton State Community College is a two-year public institution of higher education with two campuses located in Tuscaloosa, Alabama, and operating as part of the two-year Alabama Community College System (ACCS). The organization and administration of Shelton State Community College is under the supervision and direction of a Board of Trustees appointed by the Governor of the State of Alabama.

Shelton State Community College was established by resolution of the Alabama State Board of Education on January 1, 1979. That resolution combined two existing institutions: Shelton State Technical College and the Tuscaloosa branch campus of Brewer State Junior College. In 1994, Shelton State Community College consolidated with C.A. Fredd State Technical College, another

public two-year college located in Tuscaloosa. The new institution created by the consolidation retained the name of Shelton State Community College. The institution now called Shelton State Community College, C.A. Fredd Campus, was created by the state legislature in 1963 as Tuscaloosa State Trade School. In 1974, the institution became Tuscaloosa State Technical College and was authorized by the ASBE to grant the associate degree. In 1976, the college name was changed to C.A. Fredd State Technical College to honor the first president of the institution. C.A. Fredd State Technical College was recognized as one of the nation's Historically Black Colleges and Universities. The C.A. Fredd Campus maintains that identity and continues the specific HBCU mission of promoting educational access and opportunity for all students in a culturally diverse community.

Shelton State is also designated as the Alabama Junior College of the Fine Arts by the state legislature. The Alabama Stage and Screen Hall of Fame is located there and Theatre Tuscaloosa is based in the Bean Brown Theatre at Shelton.

Shelton State fields five varsity sports teams in the Alabama Community College Conference (ACCC) in Division I of the National Junior College Athletic Association (NJCAA). Two of the sports are women's (softball and basketball), two are men's (baseball and basketball), and one is co-ed (cheerleading). Shelton State's sports teams are called the **Buccaneers** and their colors are green and blue. 





Shelton State Community College serves approximately 7,000 students annually across two campuses. This presidency provides an excellent leadership opportunity for a well-experienced administrator who is committed to successfully preparing students for career paths that meet the area's growing economic and workforce development needs.

Application Procedure

To apply for this position, a complete application package must be received in the ACCS Human Resources office on or before **August 17, 2020 at 12:00 p.m. CST**. Application materials will be accepted via mail delivery, hand delivery, or via e-mail (nikita.payne@accs.edu). Faxed application materials will not be accepted. A complete application packet consists of:

1. a letter of interest;
2. a completed official presidential application form;
3. a comprehensive résumé or curriculum vitae;
4. a list of five references, including complete contact information for each reference;
5. unofficial college transcripts, including identification of the applicant, the institution, and the degree(s) earned.

Application forms may be obtained at www.accs.edu under “Job Postings” or by calling (334) 293-4628. A complete application packet must be submitted to:

ACCS Human Resources
Attn: Ms. Nikita Payne
P. O. Box 302130
Montgomery, AL 36130-2130

Applications may be e-mailed to nikita.payne@accs.edu or hand-delivered to:

135 South Union Street
Montgomery, AL

Questions regarding the application and selection processes may be referred to Ms. Nikita Payne, Director of Human Resources for the ACCS, by phone at (334) 293-4603 or by email at nikita.payne@accs.edu.

Salary is dependent upon qualifications and experience. The salary range is **\$200,000 to \$275,000** and other allowances are provided. Benefits include retirement plan, health insurance, and others.

The successful candidate must be available to assume the position within a reasonable time and must be willing to relocate to the college community. Finalists will be required to provide official college transcripts and submit to a criminal background check.

Selection process is subject to the Alabama Sunshine Law.



The Alabama Community College System is an equal opportunity employer. It is the official policy of the Alabama Community College System that no person shall, on the grounds of race, color, gender, religion, creed, national origin, age, or disability, be excluded from participation in, be denied the benefits of, or subjected to discrimination under any program, activity, or employment.