Job Title: Vice President for Academic and Vocational Education  
Position Type: Full Time - Permanent  
Date Closing: 10/31/22 or Until Filled

Fax or E-mail resume to:  
(406) 768-6301 or ksears@fpcc.edu

Mail:  
Kylee Sears, HR Manager  
Fort Peck Community College  
P.O. Box 398  
Poplar, Montana 59255  
768-6315

Submit the following for employment:  
1. Letter of Interest  
2. FPCC Application  
3. Resume’  
4. College Transcripts  
5. 3 Letters of Reference

Job Description

Job Purpose:  
As a Vice President for Academic and Vocational Education you will serve as the chief academic officer for the college. This position will be responsible for the college’s academic programs and curriculum, assessment of student learning, grant development and management, and the oversight of faculty and adjunct faculty. This includes planning, organizing, coordinating, implementation and assessment of associate and certificate programs.

Duties:  
- Serve as the Vice President for Academic and Vocational Education  
- Support and share responsibility with the President for planning, organizing, directing, coordinating and controlling all academic extension and research programs at FPCC.  
- Develop, support and maintain consortiums, MOU’s and other educational partnerships.  
- Review programs and curricula to ensure that they remain current, provide required prerequisites, and satisfy accreditation standards; directs the developments of curricula and course modifications.  
- Review requests related to funding and operational requirements and develops a comprehensive budget plan for Academic with justification for the President’s consideration.  
- Establish policy and provide direction, guidance, and managerial supervision.  
- Represent Fort Peck Community College and the President as an expert on academic programs on various committees and boards.  
- Support and mentor faculty to ensure academic programs foster a positive learning environment conducive to the mission of the college.  
- Act as the Accreditation Liaison Officer (ALO)
Educational Qualifications:
- Desired: Master’s degree in educational field with experience in related field
- Minimum: Master’s degree with experience in related field

Salary:
- Negotiable, Based on Experience

Travel Required
- You may be required to travel for this position.

Supervisory Status
- Yes

~All new applicants are subject to a Pre-Employment Drug Screening & Background Check~