

Fort Peck Community College
 PO Box 398
 605 Indian Ave
 Poplar, MT 59255
 406-768-6300

Job Title:	Vice President for Institutional Development	Position Type:	Full Time
Location:	Institutional Development-Poplar	Date Closing:	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: <ol style="list-style-type: none"> 1. Letter of Interest 2. FPCC Application 3. Resume 4. All College Transcripts 5. (3) Letters of Reference 	

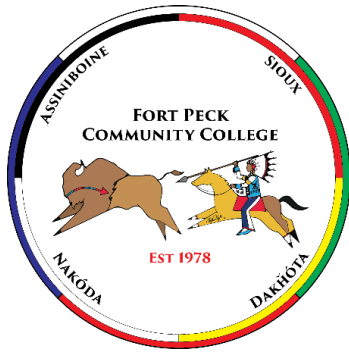
Job Description

Job Purpose:

The Vice President of Institutional Development (VPID) provides direction and oversight for institutional assessment, assessment of student learning, institutional research and strategic planning initiatives. This position is primarily responsible for the major grant writing responsibilities and opportunities to funding sources for which the college is eligible. This position is also responsible for assisting grant-writing efforts across campus, collaborating on the application to the funding source with other college employees. The VPID serves as the college liaison to accreditation agencies. The VPID oversees a comprehensive program of institutional research designed to support the mission of the college, to inform management decision-making, and to meet reporting requirements as mandated by state, federal, and other external agencies or as needed by stakeholders.

Duties:

- Directs the design and execution of plans for maintaining accredited status for the college, as well as program specific accreditations, certifications and licensures.
- Serves as Institutional Liaison to accreditation agencies; prepares accreditation documentation files for review by accreditation agency staff; prepares and submits annual reports as required; provides guidance to instruction administration concerning accreditation matters; provides accreditation training as required; provides guidance to instruction administration concerning accreditation matters; provides accreditation training as required.
- Coordinates and oversees the strategic planning process for the college.
- Provides input in college policies and procedures.
- Advances the vision, mission, purpose and values of the college across multiple campuses; communicates accurate information to department staff and outside entities; meets with outside entities for the promotion of policies and procedures and the sharing of resources; serves on appropriate college standing and ad hoc committees.



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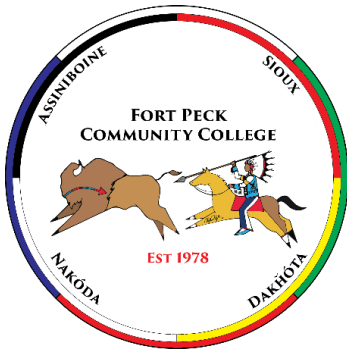
- Coordinates the development of program goals, objectives, policies and standards for quality assurance; analyzes and assesses the effectiveness of existing programs; coordinates the institutional research needed to evaluate the college's effectiveness; prepares and updates planning documents.
- Collects, analyzes and organizes data for input into planning and evaluation activities; leads the college's Assessment Report activities throughout the year, gathering, analyzing and preparing the written report for on-going decision-making; provides evaluative services that ensure the ability to examine the effectiveness of academic programs and services; assists in the coordination of the preparation of the Integrated Postsecondary Education Data System (IPEDS), college boards, and various reports.
- Represents the department at various internal and external meetings; Represents the college at intercollegiate and inter-agency meetings dealing with accreditation and institutional effectiveness matters,
- Manages and oversees financial/budget operation of the unit; Maintains up-to-date procedures and state or federal laws that may impact department initiatives.
- Directs and participates in the recruitment, selection, assignment of assigned personnel, Monitors the activities of personnel to ensure compliance with FPCC policy manual and department procedures; Evaluates employees at scheduled intervals upon reviewing of all relevant information.

Skills/Qualifications:

- Knowledge of the mission of postsecondary vocational/technical education.
- Knowledge of program assessment and strategic planning strategies.
- Knowledge of college and/or program accreditation standards, policies and procedures.
- Knowledge of budget development and management principles.
- Knowledge of local demographics, regional issues, and the social culture of the community.
- Knowledge of procedures, concepts, and research methods necessary for collection, analysis, and administration of various means of assessment utilized in higher education setting.
- Ability to relate effectively to people of varied academic, cultural and socio-economic backgrounds using tact, diplomacy and courtesy.
- Skill in the operation of computers and job-related software programs.
- Excellent oral and written communication skills.
- Skill in interpersonal relations and in dealing with the public.
- Decision-making and problem solving skills.

Educational Qualifications:

- A Master's degree and Five (5) years of related work experience.



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Non-Discrimination Notice

The Fort Peck Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Fort Peck Community College provides equal access to all individuals who meet the qualification to enroll in college classes: must have a High School diploma or equivalency or be a dual credit or early start student. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies:

Elijah Hopkins, VP for Student Services
P.O. Box 398, Poplar, MT 59255
(406) 768-6371
ehopkins@fpcc.edu

Craig Smith, President
P.O. Box 398, Poplar, MT 59255
(406) 768-5555
hgourneau@fpcc.edu

For further information on notice of non-discrimination, visit <https://ocras.ed.gov/contact-ocr> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

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