



6600 34<sup>th</sup> Avenue  
Moline, IL 61265  
<http://www.bhc.edu>

**School Name:** Black Hawk College  
**Position:** Vice President of Student Services

---

## COLLEGE OVERVIEW:

Black Hawk College operates within Illinois Community College District #503, an area encompassing 2,200 square miles in nine counties of northwestern Illinois (Bureau, Henderson, Henry, Stark, Whiteside, Knox, Marshall, Mercer, Rock Island). In addition to full-service campuses in Moline and near Kewanee, the college operates the Adult Learning Center in Rock Island, the Community Education Center in Kewanee, the Industrial Training Lab Extension Center in Moline, the Outreach Center in East Moline, and the Welding and Skilled Trades Center in Kewanee. The college offers a variety of career and transfer programs and serves more people than any other institution of higher education in the Quad-Cities area.

## Quick Facts

### History

Black Hawk College began as Moline Community College in 1946 in the Moline High School to accommodate World War II veterans seeking higher education. Moline Community College was organized into three divisions – Moline Cooperative Extension of the University of Illinois, Terminal Course Division for career training and Adult Education Division for personal enrichment. The college continued to offer transfer, career, and adult education classes, and in 1961 it became Black Hawk College – the first county-wide junior college in Illinois. The College expanded as neighboring school districts petitioned to join the College district. In 1965, with the passage of “The Illinois Public Junior College Act,” Black Hawk College became part of the state’s system of higher education, committed to offering traditional liberal arts courses, occupational courses, and adult education courses at its campus in Moline.

At the request of citizens from Kewanee, IL, the college expanded operations to communities in the southeastern portion of the district. Instruction was delivered at the Kewanee National Guard Armory and at Kewanee High School beginning in 1967. Instruction began at the present site of the East Campus in 1971. Black Hawk College East was operationally separate from the Quad-Cities Campus from 1971-89. At the request of the College, the North Central Association (NCA) approved unification of the campuses in 1986, and the Illinois Community College Board approved the College as one college with two campuses in 1989. The two campuses continue to be united, with each offering a full complement of courses and curricula.

## CAMPUS PROFILE(S):

### Quad Cities Campus

The Quad Cities Campus is located in Moline, IL and is also home to the district office. There are just over 3,000 students on campus in a variety of programs. The Student Life Office works hard to ensure students enjoy many exciting events throughout the academic year. Events include interactive activities, refreshments and dynamic presenters and groups. A wide variety of clubs cater to many interests and students are free to join and take part.

### East Campus

East Campus is about 55 miles from the Moline campus, 5 miles south of Kewanee, and 5 miles east of Galva. About half the enrollment of 655 students are agriculture or equine majors. The Agriculture/Equine program is known for its successful livestock, equine, soils, and agriculture judging and show teams. Many of the students enrolled at the East Campus are from Indiana, Wisconsin, Iowa, Missouri, and surrounding states. Kewanee is the largest city in the east side of the district with about 12,500 citizens. Galva has about 2,500 citizens. Geneseo is located about half way between Moline and Kewanee and has about 6,500 citizens.

## MISSION, VISION, AND VALUES

### Mission Statement

Black Hawk College enriches the community by providing the environment and educational resources for individuals to become lifelong learners.

### Vision Statement

Total accessibility, quality instructional programs, student-centered services, and strategic alliances position Black Hawk College as the preferred choice for education and training.

### Core Values

- **Caring and Compassion** – We advocate being kind, considerate, and empathic as we work toward our collective and separate goals.
- **Fairness** – We promote consistency and evenhandedness in our policies, procedures, and dealings with others.
- **Honesty** – We advocate being truthful, sincere, and candid in all aspects of our daily activities.
- **Inclusion and Diversity** – We value the inclusion of all individuals and celebrate their unique attributes, characteristics, and perspectives.
- **Integrity** – We promote being trustworthy, honorable, and consistent with our values in our interactions with others; we do the right thing even when it is not popular or easy.
- **Respect** – We treat others with positive regard and esteem.
- **Responsibility** – We are accountable, dependable, and reliable as we follow through on our commitment to teaching excellence, student learning, and service to others.

[View the Strategic Plan 2019-2021](#)

## STUDENT SERVICES:

Black Hawk College Student Support staff are dedicated to providing a broad base of knowledge and skill sets to help students grow, develop, prepare and succeed through advising, TRIO student support services, tutoring, and Perkins program support services. Both campuses offer a wide array of student life activities including social gatherings, movies, speakers and more. Students can participate in student clubs and organizations based on their interests. Student housing is offered on both campuses. Career services are available to help students plan for and take next steps. The college also provides counseling services, disability services, and Veteran & Military student services.

## OPPORTUNITY OVERVIEW:

Black Hawk College is focused on student success as part of the College's mission to enrich the community by providing the environment and educational resources for individuals to become lifelong learners. With this in mind President Wynes is announcing the positions of Vice President for Student Services, Executive Dean of East Campus, Academic Dean – Liberal Arts & Sciences, and Academic Dean – Career Programs are now available. Filling these vacancies will position the College to be transformative and create exceptional experiences in preparing students for the workforce and further education.

The Vice President of Student Services position is being brought back to the college in order to provide leadership in primary student services areas from Enrollment Management to Student Life and Engagement and Counseling and Title IX.

The successful candidate will have:

- Significant experience with CRM (Customer Relationship Management) programs.
- A thorough understanding of delivering student services online, and the ability to guide the development of these online services.
- Demonstrated success in collaboratively leading retention and enrollment building efforts collaboratively.
- Black Hawk College has two unique campuses as well as educational centers, and the new Vice President will have the opportunity to work across these locations with a variety of groups.

## Required experience / skills:

### Required Qualifications

- a. Earned doctorate from an accredited institution or a master's degree with at least 3 years senior level experience in student affairs and student services at a community college.
- b. Minimum of five years administrative experience at the post – secondary level required.

- c. Successful leadership in program development, evaluation, with an understanding of how to motivate members of the institutional community in achieving excellence required.
- d. Training and experience specifically related to supervision, budget management and strategic resource allocations and planning processes preferred.
- e. Three or more years of experience in management of student support programs and/or student services areas preferred.
- f. Experience with student data base preferred (e.g. Hobsons, SCT Banner, PeopleSoft, Datatel, etc.).
- g. Excellent communication and interpersonal skills while maintaining high visibility and an enthusiastic approach to internal and external responsibilities required.

Desired Traits & Characteristics

- a. Demonstrated involvement in strategic planning and continuous quality improvement initiatives preferred.
- b. Experience in a collective bargaining environment preferred.
- c. Experience in a multi-campus environment preferred.
- d. Experience in change management; starting or reinvigorating a Student Services Department.

---

**APPLICATION PROCESS:**

Please direct inquiries and nominations to the College's search consultant:

Rebecca Albertini, VP of Operations  
President Pauly Group, Inc.  
3901 Wood Duck Drive, Suite E Springfield, IL 62711  
Phone: 217-241-5400  
Fax: 217-241-5401  
E-mail: [rebecca@paulygroup.com](mailto:rebecca@paulygroup.com)

Please submit electronically to [rebecca@paulygroup.com](mailto:rebecca@paulygroup.com) the following documents as MS Word or Adobe Acrobat attachments: (1) a cover letter that addresses the Opportunity Overview; (2) a current résumé; and (3) names and contact information of ***five*** professional references.

The committee will begin review of applications immediately. Applications will be accepted until the position is filled, with materials submitted by **Monday, April 22, 2019** receiving priority consideration. All applications are confidential and references will not be contacted without the expressed authorization of the applicant.

***Black Hawk College is proud to be an equal opportunity employer.***