

School Name: Frederick Community College
Position: Vice President for Learning Support
Reports To: President

COLLEGE OVERVIEW:

Frederick Community College (FCC) is a public college accredited by the Middle States Commission on Higher Education (MSCHE). FCC is distinguished by its quality and affordability, making it attainable and valuable for local students. Accredited programs, comprehensive instruction, and affordable costs of attendance have made FCC the learning destination for more than 200,000 students since 1957.

With teaching and learning as our primary focus, FCC prepares a diverse student body to complete their goals of workforce preparation and credentialing, transfer, career development, and personal enrichment with quality, innovative lifelong learning.

In traditional and alternative learning environments, we anticipate and respond to the needs of our local, regional, and global communities. FCC recognizes the different learning needs and preferences of students and offers instruction in flexible learning formats that include day, evening, weekend, online, and hybrid options. In addition, FCC offers current high school students access to college courses through its Open Campus and High School-Based Dual Enrollment programs.

FCC offers more than 85 degree and certificate programs through credit and Continuing Education and Workforce Development (CEWD).

ENROLLMENT HIGHLIGHTS:

- The credit enrollment for fall 2017 was 6,220 students. On average, students took 9 credits.
- The return rate of students who were enrolled in spring 2016 and returned in fall 2016 is 56%.
- The percent of full-time students increased to 32.6% (up from 31.9% in fall 2016) while the percent of part-time students dropped to 67.4% (down from 68.1% in fall 2016).
- Female students make up 56% of the fall 2016 student body. Both the male and female population remained unchanged as compared to last year.
- Dual enrollment (that is, students concurrently enrolled in high school and at FCC) decreased by 3.9% to 765 students as compared with 795 students in fall 2016.
- Overall, 2.9% of the student body (182 students) transferred in to FCC in fall 2017 (20 students transferred from 2-year colleges, and 162 transferred from 4-year colleges).
- Students of color represent 35.6% of the student body (an increase from 33.6% in fall 2016). The largest share of students of color are African American/Black students (12.7%) followed by Hispanic students (11.7%) and then Asian students (4.8%). White students comprise 64.4% of the student body.
- Traditional age students (18-21) comprise 42.8% of fall 2017 enrollment and the average age is 24. This same student population increased by 3.5% from 2,571 students in fall 2016 to 2,662 students in fall 2017)
- There were 1,680 self-identified first generation college students at FCC in fall 2017.

- 13% of the student body took only online courses in fall 2017.

For more information about FCC student demographics, please visit the [Fall 2017 FCC Student Profile](#).

OPPORTUNITY OVERVIEW:

Provide vision, leadership, and administration for the Learning Support Team. As the Chief Student Affairs Officer of the College, provide oversight for the quality and effectiveness of Learning Support operations and student success initiatives throughout the College. Administer, manage, and lead all departments reporting to the Vice President for Learning Support, which include Enrollment Services (Admissions, Financial Aid, and Registration and Records), Student Development (Athletics, Multicultural Student Services, Veterans Services, Services for Students with Disabilities, Office of Adult Services, Counseling and Advising, and the Center for Student Engagement), and College Security. Collaborate with the President and senior leaders to support the excellence of the learning experience of our students as they pursue their educational goals. Provide leadership in the development of external partnerships that advance the College mission and student success.

Minimum Required experience / skills:

1. Master's Degree
2. Seven (7) years of progressive higher education administration experience
3. Five (5) years of experience in the direct supervision of personnel

Desired Qualifications:

1. Doctorate Degree
2. High level of knowledge of higher education learning support programs and services
3. Knowledge of student development principles and practices
4. Ability to communicate effectively (orally and in writing) to external and internal constituencies
5. Demonstrated skills in organizational leadership
6. Demonstrated skills in project management
7. Strong interpersonal and problem solving skills
8. Understanding of current trends/issues in higher education
9. Ability to use varying styles, approaches, skills and techniques that reflect an understanding and acceptance of the role of culture in a diverse, multicultural workplace
10. Demonstrated skills in conflict management and resolution
11. Demonstrated success in fiscal management in a higher education setting
12. Strong and transparent leadership skills with the ability to listen, communicate, and build consensus and energy around new initiatives

APPLICATION PROCESS:

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

Angela Provar, President Pauly Group, Inc.
3901 Wood Duck Drive, Suite E Springfield, IL 62711
Phone: 217-241-5400
Fax: 217-241-5401
E-mail: aprovar@paulygroup.com

Please submit electronically to aprovar@paulygroup.com the following documents as MS Word or Adobe Acrobat attachments: (1) a cover letter; (2) a current résumé; and (3) names and contact information of three professional references.

The committee will begin review of applications immediately. Applications will be accepted until the position is filled, with materials submitted by **Monday, August 13, 2018** receiving priority consideration. All applications are confidential and references will not be contacted without the expressed authorization of the applicant.

Frederick Community College prohibits discrimination against any person on the basis of age, ancestry, citizenship status, color, creed, ethnicity, gender identity and expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, sex, sexual orientation, or veteran status in its activities, admissions, educational programs, and employment.

Frederick Community College, an equal opportunity employer, values campus diversity in students and staff and encourages members from historically under-represented groups to apply.

Applicants must be currently authorized to work in the United States on a full-time basis. This employer will not sponsor applicants for work visas.



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