

Kanawha Valley Community and Technical College
Position Available: Dean of Student Support Services

Kanawha Valley Community and Technical College invites applications for the position of Dean of Student Support Services beginning in January 2010 or before. This is a full-time non-classified administrative appointment providing leadership for student support programs. Responsibilities include developing and leading a student services unit in an emerging community and technical college.

Minimum Qualifications:

1. Master's degree in student personnel administration, higher education administration or an area related to the assignment, from a regionally accredited institution is required.
2. Three to five years of progressively responsible experience in the student services area, preferably at a community college is required.
3. An understanding of, sensitivity to and respect for the diversity of community college students, faculty and staff.
4. Experience in supervision and leadership in the student services area preferably at a community college.

The successful candidate will also possess the following knowledge, skills and abilities:

1. Demonstrated leadership and managerial skills including the ability to manage multiple priorities in a complex organization.
2. Excellent skills in technology, communication, problem-solving and mediation.
3. Experience in the development and enforcement of student services policy and procedures.
4. Demonstrated commitment to student success.
5. Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students and employees.
6. Ability to foster teamwork and reach internal and external consensus.
7. Proven understanding of contemporary issues in community college education.
8. Demonstrated sense of integrity, commitment to continuous improvement, and sense of humor.
9. Demonstrated knowledge of all student service areas including admission, registration, orientation, financial aid and placement testing.

10. Experience with program design, evaluation, strategic planning and budget development.
11. Knowledge of and experience with the Banner student information is considered to be highly desirable.

Salary: Commensurate with education and experience. Minorities and women are encouraged to apply

For more information about the position visit the institution's website at www.kvctc.edu.

Kanawha Valley Community and Technical College is co-located on the campus of West Virginia State University in Institute, West Virginia. It is the mission of the institution to offer skill set certificates, certificate and associate degree programs, transfer programs, career preparation, developmental education, and workforce development. Review of applications will begin immediately and applications will be accepted until the position is filled. Copies of transcripts may be sent but originals must be available by the day of interview. For more information about KVCTC, visit our website at www.kvctc.edu.

Kanawha Valley Community and Technical College is an equal opportunity, affirmative action institution that does not discriminate based on race, color, religion, sex, national origin, age, disability, or veteran status in its employment, programs, or activities.

To apply, send resume and transcripts, along with names and contact information (including telephone and e-mail), of three professional references to:

Human Resources
Kanawha Valley Community and Technical College
PO Box 1000 – Ferrell Hall 101
Institute, West Virginia 25112-1000