

Wayne State College  
Wayne, Nebraska

Position Profile

Vice President for Academic Affairs

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Prepared by:  
Summit Search Solutions, Inc.



Wayne State  
College

[www.wsc.edu](http://www.wsc.edu)

## THE INSTITUTION

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For more than 100 years, Wayne State College (WSC) has been devoted to freedom of inquiry, excellence in teaching and learning, and regional service and development. Known for its friendly atmosphere, exceptional academic reputation and success of its graduates as well as its affordability, Wayne State is the college of choice for over 3,500 students.

In 1891, during its infancy, Wayne State started out as a teacher's college. Now, more than 125 years later, 1 out of 10 Nebraska teachers possesses at least one degree from Wayne State. Today, as a leading comprehensive college in Northeast Nebraska, it now offers more than 90 undergraduate programs and four graduate programs.

Located on a 128-acre campus, WSC provides education in a small, personalized setting as it boasts a 20:1 student-to-faculty ratio. Not only does WSC provide students with an outstanding education, but it addresses the needs of students with regard to its extra-curricular activities which include theater, music and athletic teams. Service-Learning is also an important component of education at WSC. Students lead community projects designed to integrate meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility and strengthen communities.

Wayne State College is the only public college or university in Nebraska to receive recognition in the 2013 and 2014 *U.S. News and World Report* annual college guides, *Colleges of Distinction* and the *Washington Monthly College Guide and Rankings* wherein it is recognized as having the highest overall score of any public institution in Nebraska and is ranked second for community service participation. Wayne State has been named to the President's Higher Education Community Service Roll three years in a row.

Wayne State College is also a leader in "green" efforts with regard to sustainability through recycling and energy-efficient restoration projects which demonstrate care for the earth's natural resources. One example is the use of Global Electric Motors cars which are 100% electric and require very



little maintenance. WSC has also been designated as a Groundwater Guardian Green Site in 2012 by the Groundwater Foundation of Lincoln, Nebraska.

To read more visit: [www.wsc.edu](http://www.wsc.edu)

**Location:** Wayne, Nebraska

## THE OPPORTUNITY

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The **Vice President for Academic Affairs** is the senior administrative officer representing academic affairs and reports directly to the President. He/she is charged with academic leadership of the College and promotes excellence in teaching and service across all academic programs. The Vice President for Academic Affairs directs and coordinates all academic activities. For all degree and certificate programs, the Vice President for Academic Affairs is responsible for ensuring compliance with academic accreditation requirements; advancing scholarly activity; and growing and supporting academic programs. The Vice President for Academic Affairs supervises the Deans of the Schools of Arts and Humanities, Business and Technology, Education and Counseling, and Natural and Social Sciences, the Registrar, Library Director, Assessment Director, Information Management Officer, Service Learning Coordinator and Office Assistant for Academic Affairs. The Vice President for Academic Affairs works closely with other vice presidents and administrators to support the College mission, vision and objectives, and to ensure institutional effectiveness.

### **Provide Academic Leadership, Supervision, and Management:**

- Responsible for the successful operation of all academic areas at the College. Serve as an advocate for academic affairs with internal and external stakeholders.
- Develop an efficient process for developing and implementing academically-sound programs, which includes building a positive working relationship with the State College Systems office.
- Oversee and engage faculty in developing, evaluating, assessing, and revising curricula that supports student achievement.
- Ensure compliance with the Higher Learning Commission and work with the Deans regarding the accreditation of program specific areas.
- Recruit and recommend to the president, with the advice of deans and college standing committees, appropriate faculty decisions such as appointments, salary, retention, promotion, tenure, and grievances and disciplinary actions.
- Participate in the negotiation of contracts for faculty and academic support personnel.
- Work with academic deans to create and implement a faculty development agenda to meet the needs of faculty and program objectives.
- Monitor existing, emerging, and innovative technologies to improve teaching and learning as well as make appropriate recommendations for implementing such technology.
- Support and guide a robust continuing education program that includes on line courses, hybrids, and off site delivery.
- Ensure compliance with College and Board policies and procedures.
- Embrace the college-wide commitment to shared governance by working collaboratively with the Faculty, Support Staff, Professional Staff, and Student Senates.
- Create environments that promote the professional success and well-being of academic support staff, academic deans, department chairs and directors who comprise the Office of Academic Affairs.
- Promote partnerships with off-campus constituencies that enhance College and regional effectiveness which includes developing articulation agreements with other colleges and universities.

**Advance Scholarly Activity and Service:**

- Enhance, promote, and support quality scholarly activity and service learning.
- Work with academic deans to clarify and promote the role that faculty scholarly activity plays throughout the college to support the achievement of institutional objectives.
- Encourage and facilitate pursuit of external funding, grants and contracts, and other resources that sustain scholarship and regional economic development.

**Support Student Success and Engagement:**

- Create and monitor a diverse, open, and inclusive campus environment.
- Create and maintain a strong international education program.
- Support NCAA Division II athletics and student life.
- Collaborate with the Vice President of Student Affairs to develop, implement, and monitor a student success model that is strategic and data-driven.
- Provide academic input to institutional enrollment management efforts.

**Provide Institutional Leadership, Planning, and Budgeting:**

- Support and participate in institutional governance and committee structure.
- Represent Wayne State College's academic programs to external organizations, groups and individuals to promote and develop support for the College's mission, vision and goals.
- Cooperate with the President, deans, and Chief Executive Officer of the Wayne State Foundation in securing philanthropic support for Wayne State College.
- Formulate and articulate sound policies and demonstrated ability to identify, resolve, and consult on a wide range of administrative and personnel issues with a clear sense of institutional needs and priorities. Strong organizational skills.
- Ensure effective and transparent communication with constituents across the institution.
- Build collaborative relationships with the campus community and external stakeholders.
- Work with the other executive officers on development of the campus master plan, campus wide facilities planning efforts, and physical plant functions.
- Oversee development and implementation of academic strategic planning.
- Supervise the preparation and submission of annual budgets for areas of direct responsibility to ensure appropriate resource allocation to advance strategic priorities. Plan for long-term capital and operational resource needs; manage and monitor budgets on an ongoing basis.

## QUALIFICATIONS

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- PhD, EdD, or other terminal academic or professional degree from an accredited institution required.
- At least five years of directly related professional experience with three or more years of experience in an academic administrative position in roles that required management of faculty, accreditation, strategy, and budgets.
- Prior faculty experience in higher education required.
- Experience with higher education curriculum planning and program assessment.
- Knowledge and experience with alternative delivery systems such as ITV, on-line, and off-site delivery. Understanding of the evolving role of technology in higher education.

- High degree of energy, initiative, organization and attention to detail.
- Ability to plan and implement significant strategic initiatives.
- Understand, appreciate, and commit to the mission of Wayne State College including dedication to serve first generation students and traditionally underserved populations through a diverse, open-enrollment, inclusive environment.
- Dynamic and proactive leader who operates from a transparent communication model to foster collaboration and respect within a diverse faculty, student, and staff population.
- Committed to providing leadership to a student-centered comprehensive College and enhancing the quality of student learning at the graduate, undergraduate, and professional levels.
- Demonstrated commitment to collegiality and shared governance.
- Proven record of working effectively with students, faculty, staff, alumni and external constituents.

## PROCEDURE FOR CANDIDACY

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Confidential review of applications will begin immediately and continue until the position is filled.

To apply online, please go to <http://higherdecisions.com/> and select this vacancy. Please submit a PDF version of your curriculum vitae and letter that explains your interest and relevant experience for this position.

### For nominations or further information:

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*Wayne State College is an equal opportunity institution. WSC does not discriminate against any student, employee or applicant on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, religion, or age in employment and education opportunities, including but not limited to admission decisions. The College has designated an individual to coordinate the College's nondiscrimination efforts to comply with regulations implementing Title VI, VII, IX, and Section 504. Inquiries regarding non-discrimination policies and practices may be directed to Matthew Weekley, Assistant Dean of Students, Title VI, VII, IX Compliance Coordinator, Wayne State College, 1111 Main St, Wayne NE 68787, 402-375-7213.*

*This position is subject to Veterans Preference.*

*Applicants who need a reasonable accommodation during the selection process may contact Human Resources for assistance. A successful Background Records Check is required as part of the employment process.*



[Summit Search Solutions, Inc.](#) is a boutique executive search firm dedicated to serving education, healthcare and not-for-profit communities nationwide. Based in Asheville, NC, Summit has a team of experienced recruiting consultants in strategic locations across the country including New York, North Carolina, Colorado and California.



## WAYNE, NEBRASKA AND SURROUNDING AREAS

**Wayne** combines the best in modern living with traditional American values. This neighborly region possesses a healthy progressive spirit and open friendliness, nestled in one of the most scenic spots in all of Nebraska. Residents describe this part of northeast Nebraska as an easygoing place to live, work and play. As the county seat of Wayne County, it is located in northeast Nebraska on State Highways 15 and 35.

Quiet neighborhoods surrounded by beautiful rural vistas make up a large part of the area and residents have daily access to the great outdoors. There is also a thriving commercial district that offers many advantages to businesses. This city has a strong economic heritage and is widely regarded as one of the best places in the State for relocation and new enterprise. Excellent public and private schools provide the best education for all students. Wayne is dynamic and vibrant, with steady commercial growth and thoughtful planning by civic leaders and it is located just close enough to larger cities to take part in the excitement of city life. It's also removed enough to let you spend quiet evenings relaxing at home.



Wayne is located just 45 miles southwest of **Sioux City, Iowa**, where one can enjoy history, entertainment, dining and nightlife. In 2010, Forbes ranked Sioux City in the top 15 Best Places for Business and Careers.



Next, if you travel 105 miles southeast to **Omaha, Nebraska**, there you will find a metropolitan area that is home to over 900,000 people who welcome visitors with open arms and authentic Midwestern hospitality.



Another popular city 'fix' is **Lincoln, Nebraska**, just 120 miles south of Wayne. It sits as the capital of Nebraska and offers exciting adventures for cycling enthusiasts, wine and beer aficionados, artists and music lovers.

*For more information on Wayne, Nebraska and surrounding areas:*

City of Wayne Nebraska: <http://www.cityofwayne.org>

Wayne County Nebraska: <http://www.waynecountyne.org/>

Visit Nebraska: <http://visitnebraska.com/>

Visit Sioux City: <http://visitsiouxcity.org/visitors-guide/>

Omaha: <http://www.visitomaha.com/>

Lincoln Convention and Visitors Bureau: <http://www.lincoln.org/>