



WALLACE COMMUNITY COLLEGE SELMA

VACANCY ANNOUNCEMENT - Demopolis Campus

Intent to Employ-Full-Time

POSITION

Campus Director

Posting Date:

10/19/2021

Closing Date:

11/5/2021

REQUIRED QUALIFICATIONS

- A Minimum of Master's degree in Education or closely related field from a regionally accredited institution or equivalent experiences in the field, or other demonstrated competencies, achievements, and or certifications that demonstrates proven ability to manage, direct, control, implement and monitor all aspects of campus operations.
- Proficient computer skills
- At least 5 years of supervisory and leadership experience in the field of Education
- Effective oral and written communication skills

PREFERRED QUALIFICATIONS

- Teaching experience
- An understanding of and a commitment to the philosophy and mission of the Alabama Community College System
- Ability to handle multiple tasks and various situations in a professional manner

SALARY SCHEDULE PLACEMENT

Schedule C1 \$81,820 –\$117,366.00

DUTIES & RESPONSIBILITIES

In addition to adhering to the general guidelines as specified by the Faculty/Staff Handbook, the Dean of Students, the Dean of Instruction, the President, and Alabama Community College System Board of Trustees, responsibilities will include the following:

- Develop and monitor the fiscal campus budget to ensure the campus can continue to achieve its mission and objectives and achieve corporate goals.
- Develop and monitor both short-term and long-term strategic plans for the campus.
- Adhere to Department of Education and corporate policies and procedures regarding Title IV Financial Aid Funds.
- Oversee retention efforts and ensures they reflect a total college effort.
- Oversee student support services and resources to ensure that campus operations remains in "good standing" with all state, accreditation agencies, and federal regulatory bodies such as the Southern Association of Colleges and Schools (SACS), Alabama Board of Nursing and the Accreditation Commission for Education in Nursing (ACEN), etc.
- Ensure compliance with college policies, procedures, practices and philosophies.
- Guide and monitor all aspects of academics to ensure that quality educational opportunities are provided to students.
- Provide accurate and timely submission of payroll and accounts payable to central administration, as well as other records and reports requested from central administration.
- Supervise the Demopolis site and ensure that campus staff adhere to policies and procedures of the college and the Alabama Community College System.
- Provide on-site college management with direction and professional development designed to increase their management effectiveness, reduce turnover and decrease liabilities.

- Monitor and participate in all departmental activities to ensure personnel are operating within and following the policies and procedures of the college.
- Guide the overall admissions efforts to assure achievement of enrollment goals.
- Work closely with the Department Chairpersons, Associate Deans, and Dean of Instruction at main campus to assure quality teaching and learning methodologies.
- Oversee the maintenance of accurate records of student grades and other reports.
- Engage with and participate in various local, state, business and industry, and community organizations to represent and promote the interest of the College.
- Perform other duties that will assist in promoting the College within the community.
- Provide routine/timely operational reports to appropriate College executives.
- Work well with others and show respect to all college constituents.
- Perform other duties as may be assigned by the Dean of Students, the Dean of Instruction, or the President.

APPLICATION PROCEDURE

WCCS is an equal opportunity employer and enrolled in E-Verify. It is the official policy of the Alabama Community College System, including postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. WCCS will make reasonable accommodations for qualified disabled applicants or employees. WCCS reserves the right to withdraw this job announcement at any time prior to the awarding. Applications are available online at www.wccs.edu and should be returned to:

Human Resources Department
Wallace Community College Selma
3000 Earl Goodwin Parkway
P.O. Box 2530
Selma, AL 36702-2530
Phone: 334-876-9319, 876-9338
Fax: 334-876-9334
Website: www.wccs.edu

A complete application package consists of:

1. WCCS Application
2. A resume
3. A copy of transcript(s) verifying required degree. Please print name as listed on transcript, if different from last name listed on application.
4. Work experience verification **in writing** from your current and/or previous employer(s) confirming the required level of experience as stated in the "Required Qualifications" section. Verification should include dates of employment and position title(s) and duties performed. If work verification from current employer does not cover the **required** level of experience as stated in the "**Required Qualification**" section, verification from previous employer(s) will be required. **Remember that the work experience verification completion is your responsibility.**

Please Note: If you are applying for more than one position, please submit a separate, complete application. In the event the position is reposted, a new application packet must be submitted.

APPLICATION DEADLINE

All application information must be received in the Human Resources Office by **12:00 PM CST Friday, November 5, 2021**. Final applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. Incomplete applications and applications received after the deadline will not be considered. A complete application package is the responsibility of the applicant.

Note: In accordance with Alabama Community College System policies and procedures, the applicant chosen for employment will be required to sign a consent form for a criminal background check and to submit a minimum nonrefundable **\$17.40 payment for a criminal background check**. Employment will be contingent upon receipt of a clearance notification from the criminal background check.