



NATIONAL SEARCH

Associate Senior Vice President for Operational Effectiveness and Strategic Initiatives

Montgomery College, located just north of Washington, D.C. in Maryland, is seeking a full-time Associate Senior Vice President for Operational Effectiveness and Strategic Initiatives to serve in the Division of Academic Affairs. This is an exempt, grade 41 position. Chartered in 1946, Montgomery College has served the community with distinction and achieved a position of national prominence. Located in Montgomery County, Maryland—a vibrant, diverse, and economically robust community of more than one million people—adjacent to Washington, D.C., and 30 miles south of Baltimore, the College pursues a student-centered approach, with a heightened intentional focus on equitably enhancing student access, completion, and post-completion success. Montgomery College is governed by a 10-member Board of Trustees appointed by the governor of Maryland. The College is deeply committed to equity and inclusion as a grounding for all its work and serves over 40,000 credit and noncredit students on three campuses in Germantown, Rockville, and Takoma Park/Silver Spring and the new East County Education Center. The collegewide Workforce Development and Continuing Education unit with centers in Gaithersburg and Wheaton, an East County Education Center slated to open in FY24, a central administrative services center, community engagement sites, and other off-campus locations.

The Associate Senior Vice President for Operational Effectiveness and Strategic Initiatives (ASVP-OESI) reports directly to the Senior Vice President of Academic Affairs/College Provost (SVPAA/CP), provides Academic Affairs oversight of all campus and center locations, and supervises three (3) Campus Deans, the East County Education Center Director, and office staff. This leader plays a pivotal role in supporting the Office of Academic Affairs as a key advisor, collaborator, and facilitator, working closely with senior leadership, academic deans, faculty, and staff to advance the transformational aspirations, mission, vision, and goals of Montgomery College. The ASVP-OESI leads initiatives, manages special projects, and ensures effective communication and coordination to promote excellence in teaching, learning, and student success across the College.

The Associate Senior Vice President for Operational Effectiveness and Strategic Initiatives is part of a collegewide academic affairs leadership team that administers functions and activities as part of a one-college model of service. Contacts and interactions vary and may involve multiple constituencies such as direct interaction with State officials, community organizations, the general public, higher education associations, campus administrative team, colleagues, campus deans and center directors, faculty chairs, faculty, students, and assigned staff, for the purpose of providing and exchanging information to enhance academic affairs.

The ASVP-OESI will play a vital role in managing matters of institutional importance, ensuring the implementation of promising practices across all the units. As the liaison between the SVPAA/CP and other college entities, this position actively cultivates positive relationships with community leaders and local organizations and responsible for ensuring precise alignment of operations with the College's mission, vision, and values.

The Associate Senior Vice President for Operational Effectiveness and Strategic Initiatives has duties that include, but are not limited to:

Direct Operations Within Academic Affairs

- Partners with members of Academic Affairs to develop and implement strategic initiatives, goals, and action plans aligned with the college's transformational aspirations, mission, and strategic priorities.
- Leads special projects and initiatives as assigned by the Senior Vice President for Academic Affairs/College Provost (SVPAA/CP), including credit and noncredit facility coordination, program development, and execution, and overseeing project timelines, resources, and outcomes.
- Implements processes uniformly across the division to enhance accountability and tracking, aiming for standardization and the establishment of common procedures and processes across Academic Affairs leadership.

Senior Vice President Representation

- Represents the SVPAA/CP as needed in meetings, committees, and events, conveying division priorities, perspectives, and decisions effectively.
- Provides administrative oversight for campus deans and the East County Education Center director.
- Communicates current institutional needs and future directions effectively to fellow Associate Senior Vice Presidents, Vice Presidents, and Deans, while consolidating and synthesizing their responses to ensure coherent and clear communication.

- Serves as a liaison across academic divisions, engaging other college departments as appropriate, to engage support and facilitate collaboration on cross-functional initiatives.

Strategic Planning and Execution

- Assists in formulating long-term plans, policies, and initiatives to drive institutional excellence and student success.
- Collaborates with the SVPAA/CP and other members of Academic Affairs to achieve strategic goals.
- Monitors progress towards strategic goals, identifies challenges, and proposes solutions to ensure successful execution of Academic Affairs goals.
- Identifies and executes methods to facilitate transitions between both credit and non-credit pathways institution-wide while planning and implementing a comprehensive tracking system for all earned credentials, including micro-credentials, alternative credentials, and prior learning credits.

Executive Support and Liaison

- Serves as an advisor to the SVPAA/CP, offering insights, recommendations, and feedback to inform decision-making and problem-solving.
- Coordinates and facilitates communication between the Academic Affairs leadership team, faculty, staff, and other key stakeholders.
- Conducts an analysis of resources and documentation circulated within Academic Affairs to ensure alignment between campus and division activities with the Strategic Plan.

Policy Development and Compliance

- Stays informed about higher education policies, regulations, and legislation affecting the institution.
- Assists in developing and reviewing Academic Affairs policies and procedures to ensure compliance and alignment with organizational standards.
- Monitors changes in laws and regulations and advises the SVPAA on potential impacts.

Project Management and Cross-functional Collaboration

- Leads and oversees key Academic Affairs projects, fostering effective coordination among departments for successful execution by anticipating next steps as a representative of the SVPAA/CP.
- Identifies and prioritizes critical initiatives, allocates resources, and track progress to meet established goals and deadlines.
- Fosters a culture of teamwork and cooperation, promoting cross-functional collaboration and problem-solving.

Crisis Management and Risk Mitigation

- Collaborates with the SVPAA/CP in developing and implementing crisis management plans and protocols to preserve academic continuity.
- Provides leadership and support during emergency situations, ensuring effective communication and timely decision-making.
- Identifies and mitigates institutional risks by implementing appropriate policies, procedures, and controls.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of structures, policies, trends, and developments in higher education as it relates to community colleges.
- Dedication to diversity, equity, and inclusion
- Student and learner centered.
- Knowledge of regional and/or specialized accreditation standards and processes.
- Knowledge of prior learning assessment, including alternative credit for work-based experience and military service.
- Strong project management skills, with the ability to lead complex initiatives from conception to implementation.
- Purpose–and passion-driven about the work we will pursue at MC–impacting individual economic and social mobility that leads to intergenerational mobility
- Strategic thinking, analytical problem-solving ability, and a commitment to fostering a culture of excellence, innovation, and continuous improvement in academic affairs.
- Demonstrated ability to think clearly and make rational decisions even in challenging or urgent circumstances.
- Strong analytical and problem-solving skills, with the ability to make data-driven decisions.

- Excellent communication, interpersonal, and diplomatic skills, with the ability to interact effectively with diverse stakeholders.
- Visionary leadership, strategic thinking, and the ability to inspire and motivate faculty, staff, and students toward shared goals.
- Exceptional organizational, project management, and time management skills.
- Ability to provide advice and counsel to others, as well as correspondence and reports.
- Demonstrated ability to work in a fast-paced environment and handle multiple priorities simultaneously.
- Proactive mindset and the ability to anticipate challenges and propose innovative solutions.

QUALIFICATIONS

- A doctoral degree or terminal degree from an accredited institution.
- Experience teaching at a community college.
- Experience working with government entities, public officials, and external organizations.
- Substantial experience in academic administration, including leadership roles in a multi-campus community college or similar higher education environment.
- Experience with general education, career education, and workforce programs.
- Experience with internships, apprenticeships, and other forms of experiential learning.
- Experience with grants development, implementation, and management.
- Experience managing and navigating stressful situations with poise and composure.
- High level of integrity, discretion, and professionalism.

Eligible applicants must currently be authorized to work in the United States and not require an employer visa sponsorship.

APPLICATION PROCESS

Hiring range: \$145,612 to \$200,230.

Salary placement is based on candidate experience and internal equity.

- Online applications must be received by **May 28, 2024**.
- Please include a complete application/cover letter and resume including all relevant and related work experience.

As a condition of employment, the following are required at the time of hire:

- Successful completion of a background check and degree verification (if applicable).
- For international degrees, you must provide US degree equivalency verified by a nationally recognized credential evaluation service.

- Participation in a Maryland State Retirement System plan (Pension or Optional Retirement Plan, depending on the position). If you are already retired from the Maryland State Retirement System, you may not enroll in a Maryland State Retirement System plan at Montgomery College and may have earnings restrictions, per state law.

Our benefits package includes generous paid vacation, sick, paid holidays, medical, dental, vision, group legal benefits, professional development, retirement plan, educational assistance, tuition waiver for employee and dependents, wellness programming including onsite gyms, pools and classes.

If a reasonable accommodation is needed to participate in the job application or interview process, please contact Human Resources and Strategic Talent Management at 240-567-5353 or HRSTM@montgomerycollege.edu. We require at least two (2) weeks advance notice to enable us to provide the requested accommodation.

Montgomery College is an equal opportunity employer committed to promoting and fostering diversity among its student body, faculty, and staff. Montgomery College is a tobacco-free and smoke-free workplace.

CLOSING DATE: May 28, 2024