



NORTHWEST FLORIDA STATE COLLEGE



ACCEPTING APPLICATIONS AND NOMINATIONS FOR

DEAN OF CAREER EDUCATION

EXECUTIVE SEARCH

DEAN OF CAREER EDUCATION AT NORTHWEST FLORIDA STATE COLLEGE



Northwest Florida State College announces an executive search for a proven, innovative academic administrator to serve as **Dean of Career Education**, who will provide leadership, guidance, and administrative oversight for all current and future Career Education programs. Applications and nominations are accepted through this recruitment process.

THE LEADERSHIP OPPORTUNITY

Northwest Florida State College (NWFSC) is a multi-campus institution serving nearly 12,000 students and offers associate and baccalaureate degree programs in addition to vocational certificates and adult education.

NWFSC has been named one of the nation's 150 top community colleges by the Aspen Institute College Excellence Program every year since the inception of the program. It was recently ranked #8 on schools.com's list of best community colleges in Florida based on factors such as cost, graduation rate, and flexibility.

This position is an excellent opportunity for an academic leader to play a key role in enhancing, expanding, and creating innovative and timely educational and training programs that meet current and future needs in the workplace.

Directly accountable to the Vice President for Teaching and Learning, the Dean of Career Education leads the career

education programs at NWFSC. Reporting to the Dean are the:

- Coordinator, Career Education
- Director, Nursing
- Director, Dental Assisting
- Director, Radiography
- Director, Emergency Services
- Director, Criminal Justice
- Director, Hospitality and Tourism Management
- Director, Business and Computer Science
- Chair, Advanced Technology and Design

The selected candidate will assume duties and responsibilities that require electronic accessibility for College business during non-college operating hours and/or when off campus during regular duty hours. Additionally, the selected candidate will play a positive role in managing a culture of change, while

maintaining a high level of accountability and productivity in an environment of continuous improvement.

RESPONSIBILITIES

- Facilitate the development of new programs in response to community needs, and the generation of new FTE.
- Develop, implement, and evaluate courses, programs, student learning outcomes, distance learning offerings, and related curricular matters, in cooperation with faculty and other college administrators and staff, as appropriate.
- Successfully cultivate working alliances with local area private and public stakeholders to ensure college-community collaboration and campus involvement targeted toward growth and innovation.
- Develop and manage an annual calendar of Career Education activities, reports, surveys, etc.
- Actively research grant and external funding opportunities for all programs in the Career Education area.
- Actively participate in the authorship of grant applications and proposal development for projects related to career education programs and services.
- Effectively develop and manage the budget for career education programs.

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- Create business plans for the onboarding of new programs and develop and maintain a long-term strategic plan for the future of Career Education Programs at NWFSC.
- Continuously assess the needs of the region for training and educational programming.
- Develop and implement innovative programming to ensure student success at NWFSC.
- Guide, supervise, mentor, and evaluate faculty, administrative, and support staff as appropriate.
- Actively seek articulation agreements and transfer credit opportunities with other educational institutions (secondary and postsecondary; public and private).
- Actively participate in College activities, including but not limited to, student activities and ceremonies, athletic events, and arts activities, concerts, and presentations.
- Serve as a member of numerous College committees, including, but not limited to the Executive Council, Curriculum Committee, screening committees, and ad hoc committees.
- Serve on local and regional committees, taskforces, etc.
- Support and promote a diverse and inclusive culture.
- Effectively lead the resolution of faculty, staff, and student problems.
- Represent the College as a voting



"The best is our standard, and we are committed to being the preeminent provider of college readiness, workforce development, and professional and continuing education."

Dr. Devin Stephenson, NWFSC President

member of the Occupational Education Standing Committee and delegate to the FCS-Council of Instructional Affairs.

- Represent the College and campus at national, state, and local meetings, as well as conferences and conventions.

MINIMUM QUALIFICATIONS

- Master's degree from a regionally accredited postsecondary institution; doctorate strongly preferred

- At least three years of senior-level academic administrative experience in a postsecondary setting
- At least three years of postsecondary teaching experience, preferably in a career education field
- Demonstrated excellence in written and oral communication
- Significant successful experience in launching and maintaining new programs
- Demonstrated successful experience with grant development



Northwest Florida State College *Mission Statement*

Northwest Florida State College improves lives. We deliver outstanding educational programs that are relevant, accessible, and engaging for students of all ages and provide exceptional cultural, athletic, and economic development activities for the communities served. We commit to excellence, creativity, integrity, and service.

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NORTHWEST FLORIDA STATE COLLEGE

Northwest Florida State College has a distinguished history of providing outstanding educational opportunities for students. Located in the heart of Florida's Emerald Coast between Pensacola and Panama City, the College was established by the Florida Legislature in 1963 as Okaloosa-Walton Junior College. Its current name reflects the expansion of the College's mission to provide educational access and opportunity for success to the region.

NWFSC's service area stretches from the Gulf of Mexico to the Alabama state line and is centered in Okaloosa and Walton counties. Two Air Force installations - Eglin Air Force Base (which includes Duke Field) and Hurlburt Field are also located in the service area.

The College is accredited by the Southern Association of Colleges and Schools Commission on Colleges.

In addition to the picturesque 264-acre main campus located in Niceville, the College operates a campus in Fort Walton Beach, the Chautauqua Center in DeFuniak Springs, the Robert L.F. Sikes Education Center in Crestview, and centers at Hurlburt Field and in South Walton County.

NWFSC offers four baccalaureate degrees: Bachelor of Applied Science in Management and Supervision; Bachelor of Applied Science in Project Management; Bachelor of Science in Education, including early childhood,

elementary education, middle grades general science, and middle grades mathematics; and Bachelor of Science in Nursing. More bachelor's degree programs are being developed.

The College's Associate in Arts degree provides full transfer of credit for those students who plan to pursue a bachelor's degree. The Associate in Science degrees have companion certificates that may be used as a career path toward the AS degree.

Courses for adults in literacy, English for Speakers of Other Languages, Adult Basic Education, vocational preparatory/job readiness skills, and GED preparation programs are also available. Dual enrollment allows high school students to earn college credit and credit for high school graduation simultaneously. This is offered to public, private, and home-schooled students.

In its latest year of record, the College's 2014-2015 Total Revenue was in excess of \$48 million. State funding represented 40 percent of the total, while student fees and financial aid were 43 percent, and other revenues/transfers were 17 percent.

NWFSC offers intercollegiate baseball, softball and men's and women's basketball programs that consistently compete for conference, regional, and national titles. In 2015, the Raiders won national NJCAA Division I championships in Baseball and Men's Basketball.

CAMPUSES, CENTERS, AND COLLEGIATE HIGH SCHOOL OF NORTHWEST FLORIDA STATE COLLEGE

Niceville Campus

The 264-acre Niceville campus is less than 70 miles from Panama City and Pensacola. The campus houses the College's central administration and a variety of other programs and services.

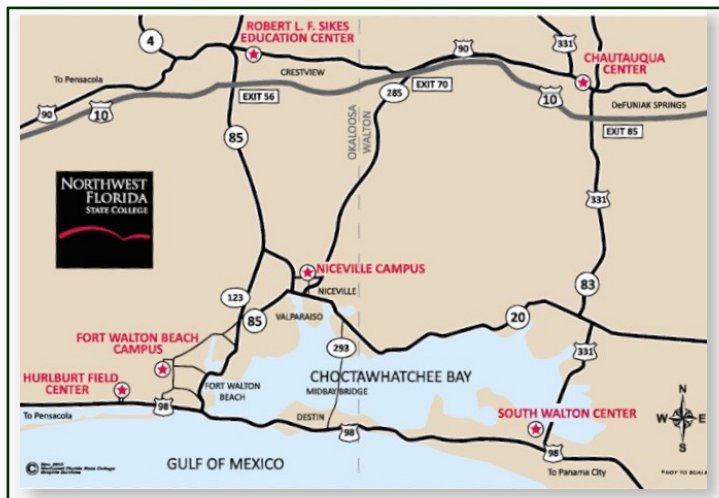
Academic programs range from adult literacy to a wide range of academic degrees and instructional offerings. The Learning Resources Center (LRC) provides a full range of library, database, and reference materials and services for

all students in-person, online, and via intra-library loan. The LRC also houses the College's Distance Learning/eCampus programs, serving more than 1,200 students per year.

The 75,000-square-foot, three-story

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Student Services Center, combined with the Student Activities Center, is the central hub of student and community life on campus. The Student Activities Center is home to the Barnes & Noble bookstore and Starbucks Café, Career Resource Center, Academic Success Center, and more. The Academic Success Center provides tutoring, advising, and distance learning resources.

The Mattie Kelly Fine and Performing Arts Center on the Niceville campus offers an annual series of traveling Broadway shows and is home to the College's Northwest Florida Symphony Orchestra, the region's premiere professional orchestra.

Fort Walton Beach Campus

The Fort Walton Beach Campus operates a joint campus with the University of West Florida to provide higher education to the residents of Fort Walton Beach and surrounding areas. The campus offers a wide variety of programs, courses required by specific programs, seminars/workshops, and community activities.

Located in Okaloosa County, the Fort Walton Beach Campus offers educational opportunities similar to those at the main campus. These include computer and science laboratories, a library (maintained by UWF), and student services.

As part of the College's commitment to provide leadership and support for the economic and workforce development of Okaloosa and Walton Counties, the campus houses various economic development programs, including the Economic Development

Council of Okaloosa County, the Technology Coast Manufacturing and Engineering Network, and other endeavors.

Hurlburt Field Center

This center provides college-credit courses and other programs designed to meet the needs of Hurlburt Field personnel. Housed at the base education center, the center provides student services and placement testing.

The Center has a special program that allows military members to expand a Community College of the Air Force (CCAF) degree to a second college degree with as few as 15 additional college credits from NWFSC. As a Service member's Opportunity College, NWFSC allows degree completion in the event of a Permanent Change of Station move.

Chautauqua Center

The Chautauqua Center in DeFuniak Springs serves Walton County residents of all ages and levels of education – from adult basic education to college degree programs. The center provides services free-of-charge to adults who do not have a high school diploma, including adult literacy programs, English-as-a-Second-Language, and courses to prepare for the GED exam. An innovative distance learning program provides adult basic education and other services by the Internet. A Family Literacy program provides literacy activities and instruction for the entire family.

Northwest Florida State College Fast Facts

- NWFSC has approximately 767 full-time and part-time staff and faculty.
- Capital construction and renovations at NWFSC from 1990 to 2011 totaled in excess of \$215 million.
- NWFSC tuition and fees are among the lowest in Florida of any public university or college.
- In 2014, The Military Order of the Purple Heart designated NWFSC as a Purple Heart College. It is the first college in Florida to receive this designation.
- In 2015-2016, more than \$13.7 million was awarded in student financial assistance.
- In 2015-2016, NWFSC served approximately 5.77 percent of the adult population of the two-county district of Okaloosa and Walton Counties.
- The Men's Basketball team was the 2014-15 NJCAA Division I National Champion, and the Baseball team was the 2014-15 NJCAA Division I National Champion.

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South Walton Campus

This campus serves the residents of South Walton County, Destin, Freeport, and surrounding areas with college credit and non-credit programs, adult basic education, college preparatory courses, and student services. The center also houses the offices for AmeriCorps and the Choctawhatchee Basin Alliance (CBA), an environmental organization operated under the auspices of the College.

Robert L. F. Sikes Education Center

The Robert L. F. Sikes Education Center in Crestview serves the residents of north Okaloosa County. It provides college credit and non-credit programs, adult basic education, college preparatory courses, and student services. The Center was expanded to double the classroom and instructional space.

NWFSC Collegiate High School

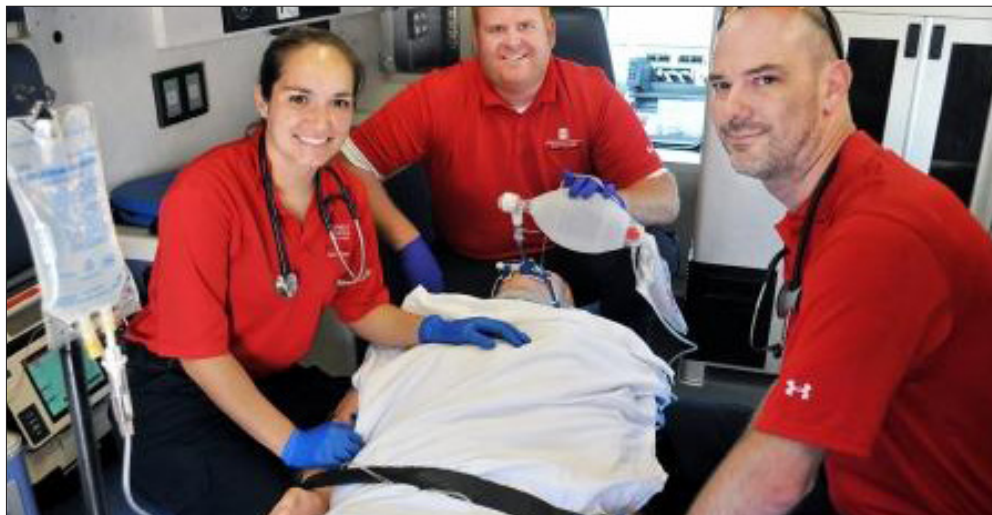
NWFSC operates a public charter school of the Okaloosa County School District for high school age students in the 10th, 11th and 12th grade. This Florida A+ school allows students to earn a high school diploma and a college degree simultaneously. In 2013, it was designated a Blue Ribbon School.

NORTHWEST FLORIDA

Home to the main campus of NWFSC, Niceville offers towering pine trees, majestic oaks, unspoiled streams, cold water creeks, and the picturesque bayous of Northwest Florida. The city is known for living up to its name to residents and visitors alike.

Niceville has welcoming neighborhoods, top-ranked schools, a responsive city government, and mild weather. Outdoor and indoor recreation are plentiful and the beach is only 18 miles away.

Named the “Best Place to Raise Kids in Florida in 2012” by *Bloomberg Businessweek*, Niceville has numerous



youth programs and activities, sports leagues, parks, outdoor recreation, church youth ministries, outstanding schools, a thriving arts and entertainment center, state college, and residents who support and care about our young people.

Okaloosa and Walton counties are the primary service areas of the College. Okaloosa County has a population of nearly 200,000 with Walton County having more than 63,000 residents.

APPLICATION AND NOMINATION PROCESS

Confidential inquiries are welcomed; nominations are invited.

To Apply - Applications must include:

- A letter of interest
- A current resume or curriculum vitae
- At least three references with full contact and e-mail information, (References will not be contacted without the applicant's consent.)

Submit application materials to NWFSC@myersmcrac.com Review of applications begins immediately. Applications will be accepted until position is filled.

Submit nominations to NWFSC-Nominate@myersmcrac.com with complete contact and e-mail information on the individual being nominated.

Kenny Daugherty, President of **Myers McRae Executive Search and Consulting**, is assisting Northwest Florida State College with this search.



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NWFSC is dedicated to the concepts of equity and equal opportunity. It is the specific intention of the college not to discriminate on the basis of age, color, ethnicity, disability, marital status, national origin, race, pregnancy, religion, genetic information, or gender, in its employment practices or in the admission and treatment of students in its programs or activities.