



# PimaCommunityCollege

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*Inviting Applications and Nominations for*

## Vice Provost for Academic Affairs



**Pima Community College (PCC)**, one of the nation's largest multi-campus community colleges, seeks an innovative and collaborative academic administrator to serve as **Vice Provost for Academic Affairs**. New duties have been recently added to this position, so the application review period has been extended to January 23, 2023. The College invites additional candidates to apply.



## ABOUT THE COLLEGE

Founded in 1966, Pima Community College is a two-year college that is built on a foundation of student success, community engagement, and diversity. Serving the greater Tucson, Arizona, metropolitan area through six campuses and more than 100 learning sites, PCC offers learners of all backgrounds and ages a variety of opportunities to meet their educational goals, including university transfer programs, occupational education programs, adult education/HSE preparation, workforce and business development, and continuing education.

Approximately 150 transfer and occupational programs are available, ranging from dental studies and respiratory care to aviation technology and logistics and supply chain management, to an Associate of Fine Arts or Associate of Applied Science in Accounting degree. The College has 258 full-time and education support faculty, 54 adjunct faculty, and 458 part-time support staff as well as 952 additional regular staff. The student-to-faculty ratio is only 16 to 1.

Serving nearly 50,000 credit and noncredit students each year, PCC is committed to providing convenient, affordable, and accessible high-quality education that has the power to transform the lives of students and improve the community. In Fall 2021, the enrollment was 57.8% female, 47.2% Hispanic/Latino, and 55.8% aged 18-24. More than 28% of the students take 12 or more credit hours.

The College has been recognized nationally for its programs and student services. The institution is a two-time semi-finalist for the Aspen Institute College Excellence Program, which recognizes colleges that continue to focus on student success, student learning, certificate and degree completion, employment and earnings, and high levels of access and success for minority and low-income students.

In 2020, the College earned a prestigious Bellwether Award for reinvention of its developmental program in mathematics. The College's Adult Basic Education



for College & Career's IBEST initiative was one of only four programs in the U.S. to be recognized at the Advancing Innovation in Adult Education Showcase.

In 2018, PCC was one of eight colleges and universities nationwide selected by the Institute of International Education (IIE) to receive an IIE Andrew Heiskell Award for Innovation in International Education, which honors the most forward-thinking and successful models for internationalizing the campus, study abroad, and international partnerships.



*Downtown Campus is home to the high-tech Automotive Technology and Innovation Center*



## Our Vision

As a premier community college, Pima Community College (PCC) will be a catalyst for personal transformation, economic growth, and cultural prosperity that enriches our diverse community.

## Our Mission

Empower every learner, every day, for every goal.

As an open-admissions community college within the diverse setting of Pima County, PCC provides comprehensive and flexible life-long learning opportunities to promote learner success and to empower every learner, every day, for every goal.

**Every learner:** We commit to meeting the diverse needs of every person who seeks to further themselves through education.

**Every day:** We strive for excellence in teaching and support services, to ensure that all of our learners experience a welcoming and supportive environment that enhances their education.

**Every goal:** We align our programs and services with meaningful careers, quality educational pathways, and equity-driven practices to empower learners to succeed in their college and career goals.





# THE OPPORTUNITY

*Students head to class at the Downtown Campus*

As a key member of the Provost and Executive Vice Chancellor's team, the Vice Provost supports Academic Affairs in the achievement of the academic and college-wide mission and vision of Pima Community College leading to the success of all learners. The Office of the Provost is responsible for the integrity and success of the following areas: curriculum, assessment, program viability, continuous quality improvement (CQI), diversity, equity, and inclusion (DEI), dual enrollment, faculty affairs and development, the Teaching & Learning Center, faculty qualifications, faculty services and resource centers, PimaOnline, all academic programs and divisions (Deans), accreditation, Guided Pathways, and college-wide scheduling.

The Vice Provost assists the Provost in monitoring the success of academic programs and ensuring they meet the highest standards of excellence throughout the College and supports all initiatives originating from the Provost's Office. This administrator works on behalf of the Provost and in coordination with the Provost's Leadership Team to support, monitor, and lead activity on projects, initiatives, and decisions within Academic Affairs, as well as to position Academic Affairs to work cross-functionally successfully and collaboratively with all other units including Workforce and Student Affairs. As appropriate, the Vice Provost represents the Office of the Provost at meetings, presentations, and forums across the College and with external stakeholders. In addition to specific initiatives, the Vice Provost will contribute to the academic transformation of the College.

## Duties and Responsibilities

- Monitors the progress of strategic initiatives; discusses project milestones with the Provost's direct reports and other project leaders; and tracks progress. Serves as coordinator on behalf of the Provost in ensuring that momentum is maintained once projects are initiated.
- Provides operational oversight for college-wide curriculum, which includes the following: The Guided Pathways college-wide initiative; The Integration of Pathways and the DegreeWorks college-wide task force; The College Curriculum Council; The General Education Committee; and The Academic Standards Committee
- Directly supervises academic deans, instructional staff, faculty, and adjunct faculty.
- Collaborates and coordinates with PimaOnline.
- Collaborates and coordinates with the Workforce Division in integrating emerging credentials and skill-based models with traditional academic offerings.
- Collaborates and coordinates with the Student Affairs Division.
- Builds strong collaborative relationships with other units on campus, including with other deans, enrollment services, administration and finance and others to develop, enhance, and expand self-support programs.



- Collaborates with the Workforce Division to seek opportunities to expand engagement with community and business partners and oversee the development of partnerships to provide career development opportunities.
- Identifies, develops, and refines academic action plans; monitors key metrics; and assists in the decision-making for academic functions.
- Contributes to the transformation of the Provost's Office operations and effective collaboration with major units in and out of the Provost's Office, specifically the Workforce Division, PimaOnline, and Student Affairs that is focused on student success, is aligned with the mission of the College, and adds value and flexibility.
- Ensures project plans are in keeping with the philosophical and operational initiatives of the College.
- Represents the Provost at meetings or events as appropriate; conducts meetings and responds to questions; follows-up with administrators, staff, faculty, and community; assists in creating multiple cross-functional committees throughout the College; follows-up with team members regarding tasks; and ensures accountability of others in initiative tasks.
- Monitors workflow and evaluates processes, methods, and procedures. Leads efforts to identify and implement processes and systems with the goal of

improved service and cost effectiveness crucial to the academic success of the College.

- Engages in a program of professional improvement in order to remain current in the area of responsibility.
- Serves on a variety of internal and external task forces and committees.

## Job Qualifications and Skills

Candidate must have a master's degree in an academic discipline, higher education administration, or closely related field, plus a minimum of 10 years of related experience. Evidence of progressively responsible experience as an academic administrator demonstrating the ability to lead and manage complex academic unit(s) and an understanding of higher education and the role of the community college is required.

An equivalent combination of certification, education, and experience sufficient to successfully perform the essential duties of the job such as those listed above will be accepted.

## Preferred Requirements

- Doctorate degree
- Six-plus years of related experience with supervisory experience

*Desert Vista Campus*





## Knowledge, Skills, and Abilities

- Demonstrated knowledge of accreditation
- Demonstrated knowledge of supervisory and managerial principles
- Demonstrated knowledge of monitoring and evaluating employees
- Knowledge and skill in strategic planning
- Knowledge and skill in project management
- Knowledge and skill in program development
- Knowledge and skill in basic business practices
- Working knowledge and skill with current technology trends and applications
- Ability to organize work and balance multiple priorities
- Ability to develop and implement goals, objectives, and procedures
- Knowledge of academic development principles
- Knowledge of higher education administration principles
- Knowledge of working with a diverse community, such as K-12 partners, universities, businesses, and industries
- Knowledge of a research principles
- Proven ability for interpreting and applying procedures and policies
- Proven ability for developing reports and proposals
- Knowledge of a principles, practices, and techniques of developing, delivering, and evaluating educational programs
- Demonstrated skills in excellent oral, written, and interpersonal communication with outstanding listening skills to interacting with co-workers, supervisor, and the general public

## Additional Competencies

- Ability to work effectively with leadership and faculty across a wide range of academic and business operations
- Flexibility and inter-culturally competence with a work style that is collegial, approachable, and accessible on campuses and in the community
- Demonstrated commitment to fostering and supporting a teaching, learning, and working environment that honors diversity, equity, and inclusion
- Strong management skills with demonstrated competencies in successfully developing and implementing short- and long-term objectives; aligning resources with strategy; delegating effectively; and managing effective work processes
- An accomplished record in managing projects and promoting an environment of excellence, support, and satisfaction
- Commitment to being a role model of ethical behavior by consistently demonstrating the highest ethical standards and practices that includes being trustworthy, credible, and loyal as well as respectful of diverse views and opinions
- Ability to foster cohesion and a sense of working together for the good of the College
- Commitment to the effective use of resources within academic and administrative environments
- Workstyle that demonstrates confidence, self-motivation, self-direction, solutions-oriented, and resilience
- Proven ability to work under pressure to manage deadlines
- Ability to seek out, understand, and enable diverse viewpoints and approaches to achieve College goals





## **Dolores Durán-Cerda, Ph.D. Provost and Executive Vice Chancellor for Academic Affairs**

Dr. Dolores Durán-Cerda serves as Provost and Executive Vice Chancellor for Academic Affairs at Pima Community College. As the Provost, she oversees the following areas: Academic Programs (deans and faculty), Faculty Affairs & Development (Teaching & Learning Center, faculty qualifications, and faculty professional development), Curriculum, Assessment, Program Review, Accreditation, Diversity, Equity and Inclusion, PimaOnline, and Dual Enrollment. A seasoned educator, Dr. Durán-Cerda has more than 30 years of comprehensive and increasingly responsible college-level instructional, administrative, and leadership experience.

Her career in higher education began as professor of Spanish Language and Culture at Arizona International College of The University of Arizona, which was known for its interdisciplinary and globally focused curriculum. Dr. Durán-Cerda was hired as full-time faculty at PCC and taught for a decade in the World Languages Department. During that time, she also served as the Campus Honors Coordinator and Honors advisor and taught both Honors courses in Spanish and the Honors Colloquium. In 2012, she moved into administration and served as Senior Assistant to the Provost, then Assistant Vice Chancellor for Faculty Affairs, then Acting Provost and now, Provost.

Dr. Durán-Cerda holds a B.A. degree with honors in Spanish, French, and secondary education from the University of Iowa. She earned both her M.A. degree in Hispanic literature and her Ph.D. in Latin American literature with an emphasis in poetry from The University of Arizona. She was inducted into Phi Beta Kappa, Mortar Board, Omicron Delta Kappa, and Phi Lambda Theta honor societies.

Dr. Durán-Cerda has been awarded regional and national awards in teaching excellence as well as recognized as an outstanding administrator. Additionally, she received a fellowship from the National Endowment for the Humanities Summer Institute on Literature of the Border, has published and translated articles, and has presented at national and international conferences on pedagogy, literature, college-wide initiatives and on diversity, equity, and inclusion.

She has served on several national and state boards and advisory panels, including The University of Arizona's W.A. Franke Honors College Advisory Board, the National Phi Beta Kappa Senate, the Arizona Minority Education Policy Analysis Center (AMEPAC), Arizona Women in Higher Education Board of Directors, and the Cradle to Career Leadership Council-United Way of Tucson and Southern Arizona.

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## **Equal Educational and Equal Employment Opportunity Policy**

PCC is committed to diversity, equity, inclusion, and social justice. The College values and celebrates our talented, diverse workforce and seeks to attract, hire, and support employees who consistently and actively embrace diversity, equity, and inclusion. We are intentional about social justice, specifically, the active engagement toward equity and inclusion that addresses issues of institutional, structural, and environmental inequity, power, and privilege. See the PCC Diversity website for additional information about our commitment.

Pima Community College does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, veteran status or sexual orientation, or gender identity in employment, education, programs, services, or activities. The College encourages all interested individuals to apply.



## Tucson, Arizona

Located in southern Arizona, Tucson attracts residents with its affordable cost of living, sunny climate, strong higher education offerings, and beautiful setting. Ringed by dramatic mountain ranges that emphasize the great desert skies, the city has picturesque sunsets and a star-filled evening sky.

With more than a million people residing in the Tucson metro area, the city is a multi-cultural center, with a unique blend of Western, Mexican, and Native

American influences. As the second largest city in Arizona, the city offers many of the amenities found in large metropolitan areas, including museums, live entertainment, performing arts, outstanding casual and fine dining, and a wide range of shopping options, from national stores to specialty boutiques.

Family friendly, the city has excellent public and private PK-12 schools, including charter schools. In addition to PCC, Tucson is home to the University of Arizona, which enrolls more than 45,000 undergraduate and graduate students.

## Application & Nomination Process

*Confidential inquiries are welcomed, and nominations are invited.*



### Applications

Application packet must include the following:

- a) Cover letter, limited to two pages, that describes strengths, skills, and knowledge that will benefit this position
- b) Current curriculum vitae
- c) At least four work-related references with full contact and e-mail information (References will not be contacted without applicant's consent.)

Submit application packet to **Pima-VProvost22@myersmcrae.com** (preferably as PDFs) by **January 23, 2023**, for best consideration. Applications will be accepted until the position is filled.

### Nominations

Submit nominations to **Pima-VProvost22-nominate@myersmcrae.com** with contact and e-mail information on the individual being nominated.

### Consultant

**Emily Parker Myers**, CEO of **Myers McRae Executive Search and Consulting**, is conducting this search with **Jessica Thompson**, Assistant Vice President and Executive Search Coordinator, assisting. Request a conversation by emailing **JessicaThompson@myersmcrae.com**.