



**SNOW
COLLEGE**

OPEN POSITION:

Provost and Vice President of Academic Affairs



About Our College

Snow College is a two-year public college. **In January of 2020 The Chronicle of Higher Education ranked Snow College #1 in the nation for student success of two-year colleges.** Located in the heart of Utah, at the foot of the Wasatch Mountains, Snow College is one of the oldest comprehensive two-year college in the Western United States.

The College was established in 1888 and excellence continues to be the hallmark of our work and activities. We are the preferred choice of approximately 6,000 students who want a small college experience filled with a variety of activities, events and performances, to go along with their outstanding academic opportunity.

Snow College offers programs and courses which are highly interactive and are designed to reach a broad spectrum of students: high school students desiring college courses, traditional on-campus students, technical education students, online students, and non-traditional students who wish to start or complete a degree. With campuses located in Ephraim, Richfield, and online, students are able to complete degrees in Associate of Arts, Science or Applied Science or have the option of numerous specialized, short-term technical training certificates and diplomas including a few programs with bachelor's degrees. Snow is committed to the success and positive experience of every one of these students.

Highlights

- Snow College won **2021 Best of State Awards** in the following areas: Higher Education Administrator, College/University Teacher, Educational Advisor, Curriculum Development, and the Best of State Statue award in Education.
- Small class sizes result in students receiving more personal attention and specialized assistance from dedicated professors and advisors.
- Low tuition, housing and fees make Snow College the most affordable and best valued college in Utah.

Mission

Snow College continues a tradition of excellence, encourages a culture of innovation, and cultivates an atmosphere of engagement to advance students in the achievement of their educational goals.

Roles of Snow College

Building upon a tradition and heritage of academic distinction and personalized attention, Snow College fills the following roles:

1. Snow College serves as one of the nation's finest two-year transfer institutions with a focus on liberal arts and sciences, and maintains cooperative relationships with distinguished colleges and universities.
2. Snow College enhances the economic development of Central Utah through partnering with business, industry, government, and community to provide high-demand professional, career, and applied technology education.
3. Snow College enriches the educational, cultural, and recreational life of Central Utah through community and continuing education opportunities, cultural and athletic events, and community outreach services.
4. Snow College is dedicated to helping individual students achieve their academic goals through a caring, personalized learning environment, providing comprehensive student success services, library and learning resources, and targeted supplemental and developmental education programs.
5. Snow College focuses on developing the whole student and encourages student involvement in a wide variety of co-curricular activities, service organizations, service learning opportunities, academic and special interest clubs, athletics, and student leadership opportunities.
6. Snow College welcomes all who will gain from or contribute to its educational and student-centered environment including individuals with diverse backgrounds and perspectives.
7. Snow College partners with higher education institutions which offer baccalaureate and graduate programs in select disciplines for the citizens of Central Utah.



The Job

Description:

The Provost oversees two areas at Snow College, instruction/assessment and academic initiatives, and is responsible for Academic Affairs on the Ephraim, Richfield, and Nephi campuses and other instructional sites. The Provost has broad responsibilities for the planning, development, and administration of the College's educational programs and services. As Chief Academic Officer of the College, the Provost ensures the academic integrity of the College, supports innovations in programs, and works with faculty to integrate practices. In this work, the Provost collaborates with the Vice President for Student Affairs and Enrollment Management to support students' success in meeting educational goals and presenting recommendations to the President and Cabinet concerning college-wide cooperative endeavors, communication, and allocation of resources.

As a member of the President's Cabinet, the Provost participates in strategic planning, policy formulation, budgetary decisions, and problem solving. The Provost also offers counsel on the implications of institutional decisions on academic programs, the faculty experience, and the student experience.

Qualifications:

EDUCATION AND EXPERIENCE

- A doctoral degree is preferred; qualifications for appointment as a tenured faculty member in an academic department at the College are required.
- Demonstrated teaching and service experience as a full-time faculty member in higher education.
- Five or more years of successful experience in administrative and academic leadership positions in a college setting.
- Experience with faculty development and talent management, high-impact learning practices, online education, and competency-based education highly preferred.
- Experience with management across multiple campuses preferred.
- Demonstrated successful experience in strategic planning, fiscal management, resource allocation, hiring processes, and personnel supervision.

KNOWLEDGE, SKILLS, AND ABILITIES

- Broad knowledge of the philosophy and mission of community colleges including general education and its relevance as well as vocational certifications and articulated transfer to four-year degree-granting institutions.
- Ability to support and manage bachelor's programs offered within the defined mission of Snow College.
- Willingness to engage with partners in the six-county service region of the college.
- Knowledge of curriculum design and its application to sound academic programs, which includes a commitment to ensuring academic freedom and supporting faculty in their teaching endeavors.
- Knowledge of learning management software and principles of instructional design.
- Ability and skill in the design and application of methods for the evaluation of faculty and staff.
- Ability to effectively communicate, verbally and in writing, complex ideas and recommendations.
- Ability to carry out the functions of leadership along a planned program of institutional direction.
- Ability to develop and administer a college academic budget; ability to establish and monitor fiscal accountability within the areas of responsibility.
- Strong commitment to shared governance and a collegial environment and the ability to work with the Faculty Senate.
- Ability to empower faculty to develop professionally and meet Advancement and Tenure standards.
- Demonstrated record of building, collaborating, and promoting a positive and respectful work environment centered on fairness and opportunity for all.
- Demonstrated ability to effectively work with and lead faculty, staff, and students.
- A record of forward thinking and an understanding of the rapidly changing and complex environment of higher education.

Duties:

- Serves as Chief Academic Officer of the College.
- Actively participates as a member of the President's Cabinet and assists the President and other academic leaders in achieving priority institutional objectives identified in the College's Strategic Plan.
- Supervises the Academic Affairs office.
- Supervises and collaborates with the academic deans, the leadership of the Huntsman Library, college testing centers, the Teaching and Learning Center, the concurrent enrollment office, the honors program, the service-learning program, the Foundations program, and weekly Convocations.
- Works in tandem with the Vice President of Technical Education and Workforce Engagement to ensure that technical education offerings on all campuses are relevant and responsive to Career and Technical Education high school pathways and industry needs, and that technical education faculty are represented across campus on committees, and have access to professional development opportunities.
- Oversees the Advancement and Tenure and Professional Track processes for faculty.
- Oversees the faculty in both tech ed and degree-granting areas of the college.
- Oversees and delegates faculty professional development.
- Oversees the creation and implementation of annual operational plans for the Academic leadership team in achieving priority institutional objectives; evaluates progress toward goals and objectives.
- Prepares the annual budget for the Academic Affairs administrative division.
- Ensures that the activities of Academic Affairs meet the requirements of the College's accrediting and licensing agencies.
- Supports enrollment management initiatives and program innovations, and works with faculty to integrate best practices
- Oversees the systematic and routine assessment of all academic affairs programs and services to measure and plan continuous improvement.
- Encourages an environment that celebrates and promotes understanding and respect within a diverse student body, staff, and community.
- Annually reviews academic programs to identify and support the needs of the students and community partners, especially in the six-county region.
- Supports mutually beneficial partnerships between the College and business/industry, not-for-profit organizations, and other educational institutions.
- Represents the College at the Utah System of Higher Education Chief Academic Officers (CAOs) meetings in matters pertaining to academic affairs.
- In cooperation with the Academic and Student Affairs leadership team, formulates and proposes policies to responsible parties as necessary or required (Faculty Senate, College Council, presidential and trustee approval), concerning all facets of academic and student affairs.
- Oversees and ensures high-quality delivery of academic programs in Ephraim, Richfield, the Nephi Learning Center, and other instructional sites, in face-to-face, online, hybrid, and competency-based formats, as well as concurrent enrollment.
- Provides leadership in the incorporation of instructional technologies to improve student learning.
- Works closely with other areas of the College to ensure that physical space is used effectively and efficiently.
- Maintains regular communication and working relationships throughout the College, appropriately informing stakeholders of current activities and working with them to achieve institutional priorities.
- Understands, communicates, improves, and follows Snow College policies, USHE policies, and state and federal law.
- Completes special assignments as requested.

Diversity & Inclusion

The Snow College administration, faculty, staff, and students, affirm our commitment to diversity and inclusion, and consider them essential elements of a vibrant learning community and integral to our institutional mission. We are determined to foster an environment of inclusion, diversity, openness, and respect for the many differences that will enrich the Snow College community, including race, ethnicity, religion, gender, age, socioeconomic status, national origin, language, sexual orientation, and disability.

Snow College:

- Encourages and welcomes respectful dialogue and exploration of diverse ideas, topics, perspectives, and issues to enrich our campus community.
- Promotes equitable access to all in academics, leadership opportunities, and employment.
- Enhances opportunities by encouraging all to share their cultural experiences and identities, allowing others to learn from this exchange.
- Invites applicants and employees from all backgrounds to foster respect, understanding, awareness, pluralism, and cooperation in an increasingly complex, diverse, global society.

Strategic Plan

This position is an important part of the College's **Strategic Plan**.

Living & Working in Sanpete County

Sanpete County: Manti-La Sal National Forest, Maple Canyon, museums, plays and other productions at the Eccles Center for Performing Arts, and more on the **Sanpete County Website**.



THANK YOU!

Thank you for your interest in Snow College!

Please apply at <https://www.schooljobs.com/careers/snowcollege>.

This position will remain open until filled, but applications received by 11:59 PM on July 6th, 2023, will be eligible for review by the hiring committee. Applications received after that date may not be reviewed by the hiring committee unless deemed appropriate by college administrations.

If you have any questions regarding this position, please contact the HR Recruiting Specialist at jobs@snow.edu or hr@snow.edu.

