



NORTHWEST FLORIDA STATE COLLEGE



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Inviting Applications and Nominations for

DEAN OF ACADEMIC SERVICES AND SUPPORT



MYERSMCRÆ
EXECUTIVE SEARCH AND CONSULTING

Northwest Florida State College (NWFSC), located in the coastal heart of the Florida panhandle, announces an executive search for a strategic and collaborative administrative leader to serve as **Dean of Academic Services and Support** at the Niceville campus. Reporting to the Vice President of Academic Affairs, the Dean of Academic Services and Support is responsible for all functions related to the success of the College's Center for Innovative Teaching and Learning (CITL); all tutoring; testing and accommodations services; the College's library; and the academic curriculum, catalog, and scheduling units. This position also leads in the coordination of early intervention and student success initiatives; facilitates and programs initiatives; workshops; and a variety of events to improve Collegewide success measures.



ABOUT THE COLLEGE

Northwest Florida State College is a multi-campus institution serving about 12,000 credit and non-credit and workforce students. The College offers 30 associate and five baccalaureate degree programs, 37 certificate and other programs, registered apprenticeships, and dual enrollment for public, private, and home-schooled high school students. The College also provides courses and programs fully online.

The primary service district of the College is Okaloosa and Walton County, stretching from the Gulf of Mexico to the Alabama state line. In addition to a 264-acre campus in Niceville, NWFSC operates a joint campus with the University of West Florida in Fort Walton Beach, the Chautauqua Center in DeFuniak Springs, the Robert L. F. Sikes Education Center in Crestview, the Aviation Center of Excellence in Crestview, a center at Hurlburt Field, and the South Walton Center.

Three military installations, Eglin AFB, Duke Field, and Hurlburt Field, are in the service area. More than six percent of NWFSC students are receiving post-9/11 GI Bill benefits, which is greater than the Florida College System average.

The College is also home to The Collegiate High School, which consistently ranks among the top high schools in Florida and has been recognized as a Blue Ribbon School twice.

Part of Florida's public system of 28 state colleges, NWFSC employs more than 700 administrators,

faculty, and staff, all of whom are committed to the success of every student. Located in the coastal heart of the Florida panhandle, the College has earned a reputation for educational excellence and community involvement.

In addition to a record of regional and national accolades, NWFSC offers state-of-the-art student computer labs, a top-rated sports complex, a full program of intercollegiate and intramural sports, a child development center, and a criminal justice training center. The 120,000-square-foot Mattie Kelly Fine and Performing Arts Center on the Niceville Campus provides students the finest in instructional facilities for dance, music, theater, the visual arts, and the humanities and hosts a full theatrical season each year for the community to enjoy.

The College offers intercollegiate baseball, softball, and men's and women's basketball programs that consistently compete for conference, regional, and national titles. To date, the Raiders have won six national NJCAA Division I championships, 17 regional championships, and 36 conference championships. In its latest year of record of economic impact, the College supported 7,335 jobs that represent \$326.2 million in added income to the region.

Read the NWFSC **2023–2026 Strategic Plan Priority Themes** at <https://www.nwfsc.edu/about/leadership/strategic-plan/>.

Our Mission

As Northwest Florida's premier education institution, we prepare today's students for tomorrow's success.

Our Vision

To transform lives through exemplary, relevant programs and educational experiences, meeting the workforce demands of our ever-changing economy.

Our Guiding Principles

- **Accessibility:** Creating a welcoming community where all feel a sense of belonging and are provided opportunities to succeed.
- **Excellence:** Relentlessly pursuing achievement in academic, arts, and athletics.
- **Innovation:** Cultivating creative and entrepreneurial solutions to meet the needs of our students, employees, and community.
- **Spirit of Service:** Exhibiting dedication and commitment through service to the Raider community.
- **Stewardship:** Demonstrating social responsibility, care of the environment, and responsible use of resources.

Marks of Excellence

- Named the first Military Order of the Purple Heart College in Florida.
- Registered Nurse licensure pass rates consistently exceed state averages by double digits.
- Awarded more than \$28 million in grant funding during the 2022–2023 academic year.
- National award-winning welding program/instructor with 98% job placement rate.
- NWFSC's Collegiate High School is a two-time Blue Ribbon School with 100% four-year graduation rate.

Accreditation

Northwest Florida State College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate and baccalaureate degrees. Degree-granting institutions also may offer credentials such as certificates and diplomas at approved degree levels. Questions about accreditation may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).





THE OPPORTUNITY

Under direction of the Vice President for Academic Affairs, the **Dean of Academic Services and Support** is responsible for all functions related to the success of the College's Center for Innovative Teaching and Learning (CITL); all tutoring; testing and accommodations services; the College's library; and the academic curriculum, catalog, and scheduling units. Position also leads in the coordination of early intervention and success initiatives, facilitates and programs initiatives, workshops, and events to improve College-wide success measures. This leadership position requires the ability to work independently in a complex, fast-paced environment with a high level of accuracy, reliability, and collaboration.

Primary Responsibilities

Responsibilities include, but are not limited to:

- Develop, recommend, and implement academic planning efforts via innovative scheduling, course formats, and technology platforms in support of gaining efficiencies and mitigating barriers to student access and program progression.
- Evaluate and analyze current practices, tools, and procedures across a variety of academic operations, making recommendations as appropriate to gain efficiencies in processes.
- Provide comprehensive leadership over multiple departments housed in the Susan Myers Resources Center including but not limited to: Testing/Accommodations, Library, Center for Innovative Teaching and Learning (CITL), Zogbhy Learning Commons, Academic Planning, Student Success, and related staff.
- Oversee budget development and presentation of budgets for all direct reports, monitoring resource availability and escalating needs as appropriate.
- Guide planning efforts across all areas of supervision to develop faculty development activities across all divisions, promoting active and engaged learning, the innovative use of instructional technologies, and teaching best practices, and working to avoid duplication of efforts across departments.
- Oversee development of faculty and staff training activities, events, and conferences.
- Collaborate with the Vice President of Academic Affairs on training programs for new faculty and new academic leadership; deliver training programs and annually revise training materials to keep content current and relevant for participants.
- Write training assessments to gauge effectiveness of training activities; maintain records of scores and completions for mandatory trainings.

- Assure quality in certification and training programs for faculty and staff.
- Assist with grant development, implementation, and reporting.
- In coordination with the Faculty Council or other College Committees, develop a plan for long-term professional development efforts at the College in support of student success and retention.
- Work in collaboration with the Learning Commons staff, ensuring alignment of faculty instruction with student support provided through library services, academic support services, and testing operations.
- Lead the continued development and enforcement of course quality standards across modalities.
- Lead planning efforts toward standard course templates.
- Lead planning efforts to increase the development and/or adoption of Open Educational Resources.
- Assist in defining institutional strategies for online education and LMS options and modern approaches to course delivery and management.
- Assist in the development and maintenance of academic procedures and the Faculty Handbook.
- Collaborate on Academic Affairs writing assignments related to grant projects, accreditation, and academic projects.
- Develop and manage budgets across functional areas.
- Assist in reporting and analysis of distance learning program outcomes.
- Assemble reporting and analysis related to curriculum, instruction, faculty qualifications, scheduling, and faculty compensation.
- Lead planning efforts to implement prior learning credit opportunities for students.
- Research and present information to academic leadership for accelerated mechanisms, working to expand students' opportunities to shorten time-to-degree.
- Regularly review course- and section-level performance metrics to determine areas of greatest need for student and faculty support.
- Develop resources to increase student awareness of acceleration mechanisms to include prior learning credit, optimizing students' credits earned toward their program of study.
- Lead the development of a portfolio review process and additional review processes associated with the evaluation of prior learning credit.





- Work with the Curriculum Coordinator to maintain complete records, ensure for compliance of degree and non-degree program maps, implement College's prior learning credit evaluations, mechanisms, and templates for future evaluations.
- Assist the VPAA with faculty compensation for prior learning credit evaluation.
- Manage the implementation of innovative session lengths to meet a variety of students' needs.
- Assist with data collection and analysis in support of institutional partnerships and related annual contracts, making recommendations for changes to improve student outcomes and for what information should be shared back with partner schools so that students' strengths can be well aligned with class choices.
- Supervise, guide, train, and evaluate department staff.
- Research and evaluate technology platforms that may enhance management of academic operations.
- As a part of the college's risk management tool, annual mandatory compliance training is required.
- Perform such other duties and services as assigned by the Vice President of Academic Affairs.

Qualifications

- Master's degree from a regionally accredited post-secondary institution in curriculum and instruction, instructional design, educational leadership, or other related field required with at least seven years of experience
- Doctoral degree preferred
- Postsecondary teaching experience preferred
- Online teaching experience strongly preferred
- Experience planning, developing, and delivering professional development in higher education required
- Knowledge of college scheduling and faculty compensation
- Knowledge of current pedagogical theories and applications for online education
- Knowledge of accessibility best practices and ADA compliance required
- Knowledge and skills to utilize Learning Management Systems and related instructional technology
- Supervisory experience in a professional or postsecondary setting
- Demonstrated ability to communicate effectively and work harmoniously with faculty, students, staff and general public



Northwest Florida State College does not discriminate based on age, color, ethnicity, race, national origin, disability, marital status, pregnancy, religion, genetic information, sex, gender, or any other legally protected classification in its employment practices or its educational programs or activities. In accordance with the Americans with Disabilities Act, NWFSU strictly prohibits the discrimination against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training, and other terms and conditions of employment. Visit nwfsu.edu for more information.



G. Devin Stephenson, Ed.D. President

An Alabama native, Dr. G. Devin Stephenson has extensive experience in community college executive administration having served in President/CEO positions in Alabama, Missouri, and Kentucky. He is currently the President/CEO of Northwest Florida State College, in Niceville, Fla. He is a former member of the Southern Association of Colleges and Schools Board of Trustees and chair of the SACSCOC Compliance and Reports Committee. He currently serves as a visiting committee chair with the Commission.

Additionally, he serves as a member of the Florida College System Council of Presidents and State Regional Education Board's Executive Council. Stephenson is a noted speaker on leadership, organizational change, and professional/personal development. In 2022, he was awarded the Phi Theta Kappa Shirley B. Gordon Award of Distinction.

He is also a member of the Board of Directors of the Fort Walton Beach Chamber of Commerce and the Executive Committees of the Economic Development

Council of Okaloosa County and Florida's Great Northwest. He serves as a member of the Economic Development Alliance of Walton County Board of Directors. Most recently, he was selected by his peers as the Chair of the Marketing/PR Initiative of the Florida College System Council of Presidents.

Stephenson led the development of the College's 2023–2026 Strategic Plan that is characterized by an aggressive agenda to place the College at the forefront of regional transformation in the areas of economic, community and workforce development. Within the Plan's framework are objectives/goals designed to advance the College's culture of accountability and highlights NWF State College's excellence in academic programming, fine/performing arts and athletics.

During Stephenson's tenure at Northwest Florida State, the College Foundation's corpus has advanced to more than \$61 million and grant acquisitions have surpassed \$66 million in the last four academic years.

Stephenson is a fierce advocate for the College in the Florida Legislature and has experienced much success in bringing home state appropriations for new construction, renovation, and general operations. He championed the passage of Florida HB75 allowing all twenty-eight Florida College System institutions to waive fees for active-duty military and provide access to higher education.

He earned an Associate in Science from Walker Junior College, followed by a Bachelor of Arts in Business Administration from Birmingham-Southern College, and both master's and doctoral degrees in the Administration of Higher Education from the University of Alabama.

Dr. Stephenson and his wife, Judy, are the proud parents of two adult children, Jon and JuliAnne.





Northwest Florida

Home to the College's picturesque 264-acre main campus, Niceville offers towering pine trees, majestic oaks, unspoiled streams, cold water creeks, and the scenic 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 popular white sand Gulf beach is only 18 miles away.

Named the "Best Place to Raise Kids in Florida" 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, and residents who support and care about young people.

Okaloosa and Walton counties are the primary service areas of the College. Okaloosa County has a population of nearly 213,000 with Walton County having more than 80,000 residents.

APPLICATION & NOMINATION PROCESS

Confidential inquiries are welcomed, and nominations are invited.

Applications

1) Application packet must include:

- a) A letter of interest
- b) Curriculum vitae or résumé
- c) At least four references with full contact information including e-mails (*References will not be contacted without consent from applicant.*)

2) **Submit application packet (preferably as PDFs) to NWFSC-DeanAS@myersmcræ.com.**

Additional information will be requested upon receipt of application. Applications will be accepted until the position is filled.

Nominations

Submit nominations to NWFSC-DeanAS-nominate@myersmcræ.com with complete contact and e-mail information for the individual being nominated.

Consultant

Kenny Daugherty, President of **Myers McRae Executive Search and Consulting**, is assisting Northwest Florida State College with this search. Request a conversation regarding this search at kennydaugherty@myersmcræ.com.



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