



GORDON STATE COLLEGE

Inviting Applications and Nominations for

PROVOST AND VICE PRESIDENT FOR ACADEMIC AND STUDENT AFFAIRS



VISIT [GORDONSTATE.EDU](https://www.gordonstate.edu) TO LEARN MORE.

***GORDON STATE COLLEGE**, a co-educational, residential state college located an hour south of Atlanta, seeks an accomplished academic administrator and collaborative leader to serve as **PROVOST AND VICE PRESIDENT FOR ACADEMIC AND STUDENT AFFAIRS**. This senior administrator works in coordination with the President and senior administrators to bring about measurable improvements in key performance indicators for learning and student success. The preferred start date is July 1, 2022.*



GORDON STATE COLLEGE

Founded in 1852, Gordon State College joined the University System of Georgia in 1972 and continues its distinctive legacy of excellent scholarship and service. The College has been under the visionary leadership of President Kirk A. Nooks since 2018.

With an enrollment of more than 3,100 students, Gordon State offers an intimate academic setting in state-of-the-art classrooms and laboratories on its beautiful 235-acre campus in Barnesville, Ga. In response to the needs of adult learners and others, the College has evening classes on its main campus as well as classes at satellite locations in nearby Griffin and McDonough. In each of these settings, students receive individualized attention that only a small college with dedicated faculty and staff can provide.

Courses leading to 11 baccalaureate and 16 associate degrees are offered through three academic schools: Business, Liberal Arts, and Social Sciences; Education, Mathematics, and Applied Sciences; and Nursing and Health and Natural Sciences. Many of the courses are taught online as well as onsite. The associate degree programs provide students multiple

pathways to a baccalaureate degree. Nearly 71 percent of the College's two-year associate degree students continue into four-year bachelor's programs.

Faculty members bring both their in-depth subject expertise and their dedication to student success to the classroom. Sixty-eight percent of the full-time faculty hold doctorates or terminal degrees in their fields. The 20:1 student-to-faculty ratio provides students with smaller, more engaged learning experiences, with professors working with students one-on-one.

The newest addition to the Gordon State College campus is the Student Services Center that features a one-stop location for admissions, financial aid, and the Bursar's office. The center was the recipient of the University System of Georgia's 2019 Innovation Award in Design.

Gordon State is a vibrant, close-knit community. The College has the capacity for more than 1,000 students to reside on campus. Students participate in more than 30 student clubs and organizations as well as a theater and music program. In addition to NJCAA intercollegiate sports, students enjoy club sports and an active intramural program.

VISION

Gordon State College will be a leader and primary educational partner in elevating our region's economic prosperity and educational attainment through collaboration, integrated educational experiences, and a vibrant campus culture.

MISSION

To be a catalyst for exceptional and accessible education through innovative teaching, engaged learning, and transformative experiences for the benefit of our students, the communities we serve, and the world we live in.

CORE VALUES

Student Focused: *Placing students at the heart of everything we do through accessible education, personalized resources, and engaged communities.*

Life-Long Learning/Scholarship: *Empowering and promoting academic rigor, professional development, and personal growth that results in ethical and honest life-long critical inquiry with a global perspective.*

Excellence: *Fostering excellence through rigorous and innovative experiences driven by the institution's mission of delivering quality programs, services, and education.*

Respect: *Cultivating an atmosphere that promotes integrity and embraces diversity, where all are valued and included regardless of economic, social, religious, or political background.*

Collaboration: *Promoting a culture of collaboration where meaningful relationships between faculty, staff, students, and the community are formed in an environment of transparency with high expectations of excellence for professionalism and service.*

THE OPPORTUNITY

The Provost and Vice President for Academic and Student Affairs (Provost) is responsible for leading and directing the College's academic and student affairs functions, including matters related to faculty and institutional accreditation. Reporting to the President, the Provost serves as an active member of the President's Leadership Team, Cabinet, and President's Advisory Council.

As the chief Academic and Student Affairs officer, the Provost directs the college's academic programs, including the development of new programs and courses of instruction; the implementation, coordination, and assessment of student learning outcomes; and the assessment of all academic programs. The effective work of the Provost contributes to the success of all of the College's operations.

Academic Affairs provides a variety of services to the College's three academic schools, faculty, and students, including operation of the Student Success Center, the Honors Program, the two off-campus sites, and Hightower Library. The Office also oversees the Department of Institutional Effectiveness, Consortium for Excellence in Teaching and Learning, and other faculty development opportunities and student success initiatives.

Student Affairs offers a diverse array of services that create an engaging co-curricular experience for students. While supporting students' academic success, Student Affairs also nurtures their holistic development both inside and outside the classroom. Under Student Affairs are Counseling and Accessibility Services, Housing and Residence Life, the Student Health Center, Student Life and Recreation, and New Student Orientation.



Gordon State College's president Dr. Kirk Nooks visits with students.



Graduation day at Gordon State College

This senior administrator directly supervises eight administrators—the Assistant Vice President for Innovative Education and Strategic Initiatives, the Director for Institutional Effectiveness/SACSCOC Liaison, three Academic Deans, the Dean of Students, the Director of Student Success, and the Academic Affairs Manager.

MAJOR DUTIES

- Recommends to the President the appointment, reappointment, placement, promotion, salary allocation, tenure, and utilization of academic and student affairs personnel.
- Coordinates semester schedules and long-range program/course offerings.
- Ensures compliance with University System of Georgia Board of Regents policies and procedures, Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requirements, and program-level policies and practices.
- Directs and evaluates the work of all academic and student affairs administrators.
- Provides leadership and assists administrators in the setting of priorities in alignment with the strategic plan, budget priorities, and operational plans.
- Oversees the welfare and development of the faculty, student affairs, and academic support personnel to ensure the success of the College's vision.
- Develops and recommends annual budget requests to support strategic goals and objectives and allocates and monitors spending.
- Represents the College at a wide range of Advancement functions in support of marketing, public relations, community outreach, and resource development.
- Performs related duties as assigned.

QUALIFICATIONS

- At least five years of relevant experience with more than five years in progressive senior leadership roles in higher education, including experience at the Dean-level (or equivalent) or above, or experience

sufficient to thoroughly understand the diverse objectives and functions of the subunits in the Division in order to direct and coordinate work within the Division

- Knowledge and level of competency commonly associated with the completion of a doctoral degree
- The ability and knowledge to perform the essential functions of the job, with or without reasonable accommodations

Successful completion of a motor vehicle driving report, credit report, and criminal background check are conditions of employment.

REQUIRED KNOWLEDGE AND SKILLS

- Knowledge of national, state, and local issues related to post-secondary education
- Knowledge or ability to become knowledgeable of University System of Georgia Board of Regents policies, procedures, practices, requirements, and reporting structures
- Knowledge of the (SACSCOC) accreditation policies, procedures, practices, requirements, and reporting structures
- Knowledge of related federal policies, procedures, regulations, and laws
- Knowledge of program curriculum review and development, program assessment, and student-learning outcomes and assessment
- Knowledge of budget development and management principles
- Skill in the delegation of responsibility and authority
- Skill in relationship building and collaborating with multiple constituents
- Skill in the operation of computers and job-related software programs
- Skill in decision making, problem solving, and conflict management
- Skill in interpersonal relations and in dealing with the public
- Skill in oral and written communication

Gordon State College is an equal employment, equal access, and equal educational opportunity and affirmative action institution. It is the policy of our institution to recruit, hire, train, promote, and educate persons without regard to race, color, national or ethnical origin, age, disability, gender, religion, sexual orientation, gender identity, or veteran status as required by applicable state and federal laws (including Title VI, Title VII, Title IX, Sections 503, and 504, AREA, ADA, E.O. 11246, and Rev. Proc. 75-50). Gordon State College is an Affirmative Action/Equal Opportunity Institution. For questions or more detailed information regarding this policy please contact the Gordon State College Office of Human Resources at 678-359-5011. Individuals requiring disability related accommodations for participation in any event or to obtain print materials in an alternative format, please contact the Office of Human Resources at 678-359-5011



BARNESVILLE, GEORGIA

Barnesville is a beautiful, vibrant community of some 6,800 residents who value its history while embracing progressive leadership. The county seat of Lamar County, Barnesville was once dubbed the “Buggy Capital of the South” as it produced about 9,000 buggies a year around the turn of the 20th century and offered lots for homes for \$10 and jobs to veterans returning home from World War II.

Today, Lamar County has more than 500 businesses. The leading industries are education, manufacturing, healthcare, and social services. The city and county also have become sites for Georgia’s growing film industry. Among recent projects were

scenes filmed in Barnesville and Lamar County for Marvel’s *The Falcon and the Winter Soldier*, which is now streaming on Disney+.

Downtown Barnesville provides shopping, dining, and activities for all ages. Enjoy fountains, murals, and fun festivals, including the Barnesville BBQ & Blues Festival in the spring and Buggy Days in the fall.

Located approximately 50 miles south of Atlanta and 30 miles north of Macon, Barnesville provides the charm of small-town living with access to the conveniences of metropolitan cities. One of the world’s busiest airports, Hartsfield-Jackson International in Atlanta, is only 50 miles away and easy to reach on I-75.

APPLICATION & NOMINATION PROCESS

Confidential inquiries are welcomed, and nominations are invited.

Applications

- 1) Application packet must include:
 - a) A letter of application that addresses the responsibilities and qualifications of the position
 - b) Current curriculum vitae
 - 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 GordonState-Provost@myersmcrae.com by May 2, 2022, for best consideration.** Additional information will be requested upon receipt of application. Applications will be accepted until the position is filled.
- 3) **IMPORTANT:** Candidates also must complete an online application with Gordon State College’s Office of Human Resources to be considered for this position. The Gordon State application form is available at <https://www.gordonstate.edu/departments/human-resources/employment-opportunities/index.html>. The Job Posting Number is 240925. Submission instructions are on the website.

Nominations

Submit nominations to: **GordonState-Provost-nominate@myersmcrae.com** with complete contact and e-mail information for the individual being nominated.

Emily Parker Myers, CEO, and Amira Bevell, Executive Search Coordinator, of Myers McRae Executive Search and Consulting, are assisting Gordon State College with this search.

