



**Vice President for Academic and Student Affairs**  
**\* SUNY Sullivan**  
**Loch Sheldrake, NY**

**Overview of Services:** SUNY Sullivan is seeking a Vice President for Academic and Student Affairs in Loch Sheldrake, NY.

The academic champion at SUNY Sullivan, the Vice President for Academic and Student Affairs ensures the college pursues its ambitious mission offering every student a high-quality education and an exceptional student experience. A senior member of the colleges leadership team, the VP 1) leads and manages the planning, assessment and delivery of all academic functions at the college; 2) oversees the administration and operations of all academic and related student functions 3) ensures the alignment of all student services with academic priorities; 4) represents the college with SUNY and with all relevant external groups; and 5) functions as the colleges chief administrative officer when so designated.

The Vice President for Academic and Student Affairs directly supervises the academic departments; Director of Workforce Development; Dean of Liberal Arts, Sciences, and Health Sciences, Public Services Librarian; a Senior Administrative Associate, and others as so determined.

This position reports to the President and participates in the Presidents Executive Council and Cabinet. It is classified Management/ Confidential.

**Requirements:**

Terminal degree strongly preferred

Extensive teaching experience, preferably at the community college level

A minimum of five years of academic administrative experience at the level of dean or above

Experience and knowledge of curricula and program development, assessment and improvement

Outstanding communication skills

Proven judgement to make difficult decisions

Established ability to use data to facilitate improvements

A documented commitment to a student-centered learning environment and to the comprehensive community college mission

Proven ability to create inclusive academic environments that prioritize access, diversity and student success

**DUTIES AND RESPONSIBILITIES:**

**Planning and Assessment**

Consults with the President and other staff members concerning the short and long-range goals of the College.

Assists supervisors in the development of unit plans, which are combined into the academic and student services plans and drive decision making in the units.

In consultation with faculty and student services personnel, develops, reviews and approves new programs and overall policies and procedures for the day-to-day operation of the instructional and student services activities.

Establishes a mechanism for regular and on-going evaluation/program review and audit of academic programs and student services. Recommends programs for deletion based on annual review findings.

Directs assessment in the instructional and student services units.

**Administration and Operations**

Develops the budget for the instructional and student services unit and, in cooperation with the Finance Office, reviews and approves budget requests which provide for the attainment of goals in accordance with approved plans.

Supervises the master schedule of classes, faculty handbook and other published materials. Facilitates the development and updating of the College on-line catalog.

Disseminates to the college community and maintains compliance with SUNY System policy and procedure, including submission of required reports.

Oversees the development and maintenance of articulation and cooperative agreements with other institutions of higher education, BOCES, and business/industry.

Other reasonable duties as assigned/or appropriate by the President.

**Shift and Salary:** Position is Full-Time, 35 Hours a week, Mon-Fri, \$110,000 Annual Salary, Benefits include Health Insurance, Dental Insurance, Paid Vacation, Paid Sick Leave, Holidays, and 401K/Retirement.

**To apply** please submit your cover letter, resume, and the contact information including emails for 3 professional references (one supervisor) to [humanresources@sunysullivan.edu](mailto:humanresources@sunysullivan.edu)