



2023 Vice-President of Instruction and Student Services Search and Recruitment

**Luna Community College
Las Vegas, NM**



Luna Community College (Luna) in Las Vegas, New Mexico, seeks an enthusiastic and visionary leader to be the next Vice-President of Instruction and Student Services. At Luna, the Vice President of Instruction and Student Services serves as the Chief Academic Officer, the Chief Student Services Officer, the accreditation liaison and as a member of the President's Executive Leadership Team. This VP provides leadership for the planning, development, implementation and evaluation of credit and noncredit programs, student services systems, institutional assessment and compliance and employee development.

Through a broad range of academic, career technical, professional education and athletic programs, Luna is dedicated to providing accessible, innovative and integrated learning experiences that prepare students to compete at the forefront of their chosen fields and to lead in their communities. Luna has adopted the following four guiding principles to promote collegiality, respect and dignity among staff and students.

- Demonstrate integrity, excellence and resilience.
- Demonstrate collaboration, empathy and community.
- Demonstrate innovation and creativity.
- Demonstrate diversity, equity and inclusion.

Founded in 1969, Luna's main campus is located on the lower slopes of the majestic Sangre de Cristo Mountain Range overlooking historic Las Vegas, New Mexico, a college town with all the amenities, from exclusive restaurants and live entertainment to high speed fiber and Walmart. Luna has three additional campuses, one in Springer, one in Santa Rosa, and one in Mora. This northeastern New Mexico region is the Gateway to Outdoor Activities like hunting and fishing, mountain and road biking, hiking, camping, and skiing, within easy cycling and driving distance of five ski resorts, numerous state parks and two national forests. The community is host to a wide variety of television and film productions each year, as well as car shows, motorcycle rallies and film festivals.

Luna is a Hispanic Serving Institution and the only community college in the multicultural northeastern New Mexico region. Luna has approximately 1,000 undergraduate students and a student-to-faculty ratio of 13:1. Luna provides dual credit instruction to high schools located in San Miguel, Mora, Guadalupe and Colfax counties, as well others in surrounding counties. All campuses are governed by a Board of Trustees, elected from the service area. Luna is accredited by the Higher Learning Commission to grant certificates, associate of applied science, associate of arts, and associate of science degrees and operates within the guidelines of the New Mexico Department of Higher Education. In recent years, Luna has also made significant investments in employee compensation and increasing the total number of full time employees.

Essential Functions

The Vice President for Instruction and Student Services

- Has responsibility and accountability for the transparent leadership of all academic and student services operations.
 - Leads a multifunctional, integrated team consisting of
 - Five academic divisions: 1)Allied Health/Public Service; 2)Business & Education; 3)Career and Technical Education; 4)Nursing; 5)STEM/Humanities
 - Seven student services divisions: 1)Academic and Career Planning (includes Library, Student Center, Adult Basic Ed); 2)Distance Learning; 3)Financial Aid; 4)Registrar; 5)Non-credit Training; 6)Rough Rider Community (includes satellite campus supervision, admissions, community education); 7)Rough Rider Mentorship and Summer Programming.
 - Initiates research concerning the educational needs of the community and uses findings in projecting needs, scheduling classes, and supporting curriculum development and revision.
 - Is responsible for the growth and development of all non-credit, instructional programs.

- Oversees student learning assessment and program review, including development of goals and objectives, for all academic and student services programs, maintaining high standards and constant improvement.
- Ensures the development and enhancement of high quality student success programs and certificate and associate degree programs.
- Provides leadership for and advises the President on all aspects of academic and student support policy.
- Recommends to the President hiring selections, advocates for the interests and positions of faculty and student services personnel, and encourages the expansion of research and other scholarship/creative activity as appropriate to the fulfillment of the college mission.
- Maintains an understanding of current trends for instructional and student service programs.
- Promotes student success initiatives that positively impact retention, completion and graduation rates.
- Oversees coordination and alignment of all student services and academic processes.
- Provides leadership in master planning, especially as it relates to academic and student services programming.
- Provides leadership in overall institutional effectiveness, especially as it relates to accreditation.
- Participates in the development, implementation and assessment of the college enrollment management plan.
- Supports the enhancement of student life and the advancement of diversity throughout the college.
- Provides leadership, vision and direction for college accreditation activity.
- Serves as the accreditation liaison and ensures the college remains compliant with all related policies and standards.
- Monitors compliance with policies and procedures related to state and federal regulations.
- Assists the President as needed in the administration of the college and serves as administrator in charge of the college in the absence of the President.
- Makes formal and informal reports to the President, the Board, accrediting agencies, professional organizations, and governmental agencies as needed.
- Participates with the Executive Leadership Team to develop a fiscally responsible, institutional budget consistent with the college Strategic Plan.
- Works directly and closely with development teams to identify new sources of revenue to support existing and prospective programs.
- Fosters a philosophy of data-driven decision making and acts on that philosophy.
- Coordinates with the Information Technology Director and promotes the integration of technological tools that will enhance the learning environment.
- Works collaboratively with the Faculty Senate, Staff Senate, Directors, and students to effectively resolve instructional or student services issues or concerns.
- Maintains institutional documents, including but not limited to annual catalog, enrollment management plan, faculty credentials manual.

Knowledge and Skills

The successful candidate must possess the intellectual vision and energy necessary to lead the college on its journey towards excellence. The successful candidate must possess the ability to motivate and collaborate with college wide teams at all levels, to deepen the understanding and appreciation of the college's core values and to demonstrate responsiveness to the needs and concerns of students, faculty and staff. The successful candidate will have excellent written and verbal communication skills, the ability to interact with diverse constituencies, and skills to conduct meaningful meetings and presentations. The successful candidate will have a demonstrated history with program development and an understanding of best practices in higher education. The successful candidate will be able to manage numerous complex tasks at the same time and be able to deal with difficult situations in a timely manner. The successful candidate will be approachable, respectful of others and able to build trust and consensus in the spirit of shared governance.

Qualifications

- Earned doctorate from a regionally accredited institution is required.
- Budget management and planning experience is required.
- Five or more years of progressively responsible supervisory and management experience in a college or university is required.
- Experience in academic and student services administration is preferred.
- Community college teaching experience is preferred.
- Experience in curriculum and/or program development is preferred.

Application Process

Applicants will submit the following for review:

1. A current resumé/vita.
2. A detailed cover letter addressing essential functions, knowledge and skills, and qualifications (limit five pages).
3. A list of five professional references, including names, email address, and telephone numbers.

The target date for applications is Friday, May 5, 2023. For additional information about the search, please visit <https://www.collegepresidentsearch.com/searches/>

**Application materials should be submitted electronically to:
walter@goldhillassociates.com**

Gold Hill Associates is assisting with this search. For additional information, nominations or confidential inquiries, contact Dr. Walter Nolte, walter@goldhillassociates.com, (307-262-2576) or Dr. Preston Pulliams, President/CEO, Gold Hill Associates, preston@goldhillassociates.com, (503-704-3425).