



**CHIEF ACADEMIC OFFICER  
MANAGER 3**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public  
**Location:** Manchester Community College  
**Job Posting No:** FT170001  
**Hours:** Full-time/ 8:00 a.m.-5:00 p.m.  
**Salary:** \$86,200 - \$137,009; Salary will commensurate with experience  
**Closing Date:** February 17, 2017

**General Experience:**

An earned doctorate from a regionally accredited university and six or more years professional experience in higher education including experience in teaching and academic administration, and at least three years of supervisory experience required. MCC is seeking an experienced and innovative leader with demonstrated academic and management expertise. The successful candidate must demonstrate a collaborative and collegial management style, excellent and transparent communication skills, and the ability to forge effective working relationships with a broad range of internal and external constituents.

Excellent leadership, interpersonal, organizational, communication, team-building, instructional technology literacy, including instructional applications, supervisory skills, and experience with accreditation essential. The ability to plan, develop and evaluate academic services and programs, and experience with outcomes assessment, a must. An understanding of and commitment to the mission of the community college, a demonstrated ability to respond to and work with multiple constituencies and involvement in support of a culturally and ethnically diverse population are essential.

**Substitution Allowed:**

Applicants who do not meet the minimum qualifications as stated must put in writing precisely how their experience has prepared them for the responsibilities of this position.

**Responsibilities:**

The Chief Academic Officer (CAO) reporting to the President of the College provides college-wide vision, leadership and strategic direction and is a member of the President's Executive Cabinet. The Chief Academic Officer (CAO) is responsible for the following areas:

- Management of faculty, professional and support staff
- Curriculum and Course Development
- Instructional Innovation, quality and outcomes assessment
- Development and Implementation of College Goals and Strategic Plan
- Academic Budget Distribution/Management
- Implementation of Academic and College Policy

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Please reference job posting number FT170001 on application materials. Interested and qualified candidates who meet the above requirements should email their letter of intent, resume, BOR (MCC version) employment application, all transcripts (unofficial acceptable), and the names of three professional references to:

[GenInfoHumanResources@mcc.commnet.edu](mailto:GenInfoHumanResources@mcc.commnet.edu)

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.