



Job Posting **Vice President for Academic** **Affairs**

Position Title:	Vice President for Academic Affairs
Department:	Academic Affairs
Status:	Full-time Administrative
Reports to:	President, Calumet College of St. Joseph
Education and Experience:	Master's Degree in Instructional Design and Technology or a related field (or equivalent experience); 5 years of supervisory experience

Position Summary:

Calumet College of St. Joseph (CCSJ), in Whiting, Indiana, invites nominations and applications for the position of **Vice President for Academic Affairs (VPAA)**. The next VPAA will join a dynamic, student-centered team and an institution that is committed to the mission of promoting the inherent dignity of all people, social justice, an ethic of service, student empowerment, opportunity, and lifelong learning.

The Vice President for Academic Affairs reports to the President and is the Chief Academic Officer of the College. The VPAA provides leadership, vision, direction, and budget management for all of academic affairs, ensuring high-quality and relevant academic programming through the evaluation of existing programs as well as the development of new programs that allow CCSJ to meet the needs of Northwest Indiana. The position oversees the College's seven academic departments, which include Behavioral and Social Sciences, Biophysical Chemistry and Math, Business Management, Education, Humanities, Public Safety and Criminal Justice, and General Education. The Vice President supervises, mentors, and evaluates all academic affairs staff, including program Chairs and Directors, and also provides advisory recommendations to the President on all academic appointments and tenure and promotion matters. Additionally, the VPAA provides leadership for Institutional Research, Academic Advising and Tutoring, Learning Communities, the Office of the Charter Schools, Grant Writing Support, and the Specker Library. The VPAA leads academic strategic planning and plays a key role in advancing the College's overall strategic plan, which calls for integrating and assessing CCSJ's mission pillars across the curriculum; articulating and promoting pathways to degrees; identifying the resources necessary to continue to fulfill CCSJ's promise to serve underprepared students; aligning programs with institutional strengths, the regional market, and workplace needs as identified through continuous engagement with business and industry advisory groups; and nurturing a diverse, inclusive, and welcoming learning environment that exposes students to various world views. The VPAA also serves as a member of the President's Cabinet and coordinates and collaborates with the Vice Presidents of Student Engagement and Retention; Business, Finance and Facilities; and Enrollment, Marketing, and Athletics. The position serves as the chief administrative officer in the President's absence.

The Institution:

CCSJ is a private, four-year Catholic institution open to learners of all faiths. Founded in 1951 as an educational outpost, it largely served the daughters and sons of millworkers as well as first generation college students. The founding mission continues to inspire the College today, as it provides high quality, accessible, and life-changing educational opportunities. It is accredited by the Higher Learning

Commission and offers bachelor's, master's, and associate degrees. Located blocks from Lake Michigan and minutes from downtown Chicago, CCSJ offers a spirited and stimulating learning environment while remaining affordable and accessible to all students. Faculty form authentic, meaningful connections with students thanks to small class sizes that allow for individualized attention, and the College's values-based approach, rooted in the Catholic tradition, grounds students in the importance of social justice, service, and community. A small, supportive, community environment empowers one of the most diverse student bodies in the Midwest and inspires learners to find their passions and achieve their goals. As a Roman Catholic college in the tradition of the Missionaries of the Precious Blood, which embrace a spirituality of reconciliation that calls for inclusion and seeking out people who feel unloved, rejected, and alone, the College aims to develop graduates who are intellectually competent, compassionate, open to growth, and committed to justice. CCSJ also fosters an environment that encourages students to examine their own beliefs and develop an awareness of the essential beliefs and practices of the Catholic Church.

CCSJ enrolls approximately 700 students and employs 22 full-time faculty members. It offers 15 traditional and two accelerated bachelor's degrees, four graduate degrees, and five associate degrees across seven departments. Additionally, it offers flexible degree completion programs that allow adult students to finish their degrees while working full-time. CCSJ serves a commuter student population hailing from the local regions of Chicagoland and Northwest Indiana. The student body is composed mostly of first generation students, and faculty and staff take pride in fostering a nurturing environment that allows students who are often underprepared for College to realize their potential. Given that students come from both urban and rural areas and that approximately 65% of students are from underrepresented groups, the College provides a uniquely vibrant and dynamic environment for learning. Additionally, CCSJ was the first institution in Indiana to be recognized as a Hispanic-Serving Institution, and it has also been recognized by *U.S. News and World Report* as the most diverse institution of higher education in Indiana, the second most diverse regional institution in the Midwest, and a top performer in facilitating the upward social mobility of its students. CCSJ is a member of the NAIA athletic conference and has 16 collegiate level sports, including a nationally recognized bowling team. For more about the College visit www.ccsj.edu.

Qualifications:

The successful candidate will be a visionary and decisive student-centered leader with a creative and entrepreneurial spirit. They will also be an excellent communicator and committed to shared governance, collegiality, and collaboration. The next VPAA will have a record of teaching excellence, service, and scholarship and will possess experience in the development and administration of curriculum and academic programs, budget and personnel management, strategic planning, and learning technology. Additionally, they will have a data-informed approach to leading as well as knowledge of and commitment to the assessment of student learning. The successful candidate will demonstrate an appreciation of the College as a diverse teaching and learning environment, will possess experience working with diverse populations of students, and will have a well-developed sense of social justice and an understanding of the role this concept can play in higher education. The next VPAA will also have respect for Catholic intellectual tradition. The successful candidate should possess an earned doctorate or terminal degree.

Location:

Calumet College of St. Joseph is nestled on the border of the cities of Hammond and Whiting, located on the northwest corner of Indiana on Lake Michigan, about 20 minutes outside of Chicago. Hammond is the fifth largest city in the state of Indiana and was recently named the most populated city in Lake County. Hammond continues to build its economic base by adding new businesses and employment opportunities. Whiting is known as the "Little City by the Lake" and has also undergone recent revitalization through its Lakefront Development, city parks and bike trails, and new home development.

Because of the proximity to Chicago, the area has seen a rise in homebuyers seeking low cost, high quality of life. That proximity makes it easy for residents to drive or take the train into Chicago for their career or for recreational activities such as concerts, shopping, and museums. The region is home to spectacular natural resources as well, including Indiana Dunes National Park. Visitors to the park enjoy an array of distinct environments, including forests, prairies and marshes rich in biodiversity; vast beaches with stunning views of Lake Michigan and the Chicago skyline; and the beautifully rugged dunes themselves. The Park's 15,000 acres provide ample space to enjoy all manner of outdoor pastimes, from hiking, biking, and bird watching, to swimming, fishing, and horseback riding, just to name a few. For more about the region, visit <https://www.southshorecva.com/>

Application:

Candidates should submit a cover letter and resume to **RPA Inc.** at CCSJVPAA@rpainc.org. For a confidential discussion or to make a nomination, please **contact Isaac Karaffa, Vice President and Senior Consultant, or Kira Heath, Search Manager, at CCSJVPAA@rpainc.org**. Review of candidates will begin on January 15, 2021, and interviews will commence thereafter.

Calumet College of St. Joseph provides equality of opportunity to its applicants for admission, enrolled students, graduates, and employees. The College does not discriminate with respect to student services or employment practices based on race or color, religion, national origin, disabilities with physical or mental limitations, medical and genetic conditions, marital status, sex or sexual orientation, age, or pregnancy, childbirth, or related medical conditions.