

VACANCY ANNOUNCEMENT

MONTANA UNIVERSITY SYSTEM
OFFICE OF COMMISSIONER OF HIGHER EDUCATION
46 N. Last Chance Gulch - P.O. Box 203201 - Helena, MT 59620-3201

Deputy Commissioner for Two-Year Education

The Montana University System (MUS) invites letters of interest and/or nominations for the position of Deputy Commissioner for Two-Year Education. The position is located in Helena, Montana in the Office of the Commissioner of Higher Education.

The Montana University System (MUS) consists of two doctoral research universities, four master's/baccalaureate level universities, five colleges of technology, and three community colleges located throughout the state.

Nearly 42,000 students enrolled in the Montana University System in Fall 2007, with 78 percent of the students enrolled at four-year institutions, 15 percent at colleges of technology, and 7 percent at community colleges. Over the past ten years, full-time equivalent enrollment (FTE) has increased by 7 percent system-wide. Resident students comprise approximately 80 percent of the total. Additional information about the Montana University System is available at www.mus.edu.

POSITION DESCRIPTION

The Deputy Commissioner is the Montana University System's chief administrator for the management and coordination of the state's two-year education system. The Deputy Commissioner reports to the Commissioner of Higher Education and supervises workforce development staff in the Commissioner's Office. The Deputy Commissioner is the key staff member to the Board of Regents on matters relating to two-year education in Montana to support workforce development and student transfer into four-year programs. This position fulfills the statutory role of coordinator of community college districts, a Regents appointment required under 20-15-103 Montana Code Annotated. This is a new position that has been recently elevated from director-level to deputy commissioner.

Duties and Responsibilities

1. *Manage, develop, implement, and assess a strategic plan for two-year education in the Montana University System.*
 - a. Lead and facilitate a system-wide effort to develop a more coordinated approach to two-year education in the Montana University System in order to: increase college participation and student success, coordinate strategies and resources, and improve efficiency and effectiveness of two-year institutions.
 - b. Provide leadership and recommendations to the Commissioner and the Board of Regents to refine the mission and role of two-year education in the Montana University System.
 - c. Develop and expand on critical partnerships with K-12, tribal colleges, and two and four-year colleges throughout the state to address the need for two-year education in Montana.

VACANCY ANNOUNCEMENT

- d. Support the System's transferability initiative, including two-year institutions' efforts to increase numbers of students transferring into baccalaureate programs in Montana.
 - e. Lead the development and dissemination of best practices in developmental education, early college access, and enrollment opportunities for non-traditional students.
 - f. Lead the development and dissemination of best practices in professional and continuing education for two-year institutions in order to engage Montanans in lifelong learning to improve their professional and personal lives.
 - g. Assist two-year colleges in enhancing student access and retention; faculty recruitment, development and retention; and program improvements and innovation.
 - h. Chair the Two-Year Education Council and guide its activities in academic affairs, professional development, program coordination, innovation, and resource-sharing.
 - i. Collaborate and coordinate academic and student affairs related to two-year institutions with the Deputy Commissioner for Academic and Student Affairs.
- 2. *Serve as the information and advocacy "hub" for two-year education in Montana.***
- a. Raise the awareness and the image of two-year education in Montana through advocacy, public relations, and promotion.
 - b. Engage with two-year education leaders nationwide to stay current on trends, models, and opportunities that address Montana's higher education challenges.
 - c. Promote among Montana's four-year institutions the quality, rigor, and effectiveness of students transferring from two-year institutions.
 - d. Provide research, analysis, and policy recommendations on two-year education to the campuses, OCHE, the Board of Regents, the legislature, and the Governor's office.
 - e. Maintain communication with U.S. Department of Education, National Association of State Directors of Career and Technical Education Consortium and AACC National Council of State Directors of Community Colleges.
- 3. *Supervise the administration of Carl D. Perkins Career and Technical Education Act of 2006 and Workforce Innovation for Regional Economic Development (WIRED) federal funds.***
- a. Act as State Director for Carl D. Perkins Career and Technical Education Act of 2006, which includes ensuring compliance with federal and state rules and regulations, office and agency priorities, applicable policies and regulation; and managing \$6,000,000 in federal support annually on behalf of the Board of Regents as the eligible agency.
 - b. Supervise Perkins staff in the performance of those duties that rest with the Board of Regents as eligible agency for Perkins funds.

VACANCY ANNOUNCEMENT

- c. Serve on the State CTE Executive Leadership Team to ensure coordination of Perkins activities across educational and workforce systems and set priorities for activities that have a statewide impact and promote innovation in CTE programs and services.
 - d. Work with the State CTE Advisory Committee, consisting of business/industry representing the six Career Fields and Clusters Model adopted in the Perkins Six-year State Plan.
 - e. Serve as Office of Civil Rights compliance officer for institutions/organizations receiving Perkins funds.
 - f. Provide oversight of the federally funded grants that support the WIRED initiative in Montana.
4. *Provide the leadership of the Montana University System to statewide workforce development activities.*
- a. Lead the alignment of workforce preparation programs with workforce demands, students' needs, and available resources, through coordination with business, government, education, labor, and community organizations.
 - b. Serve as primary liaison between the OCHE and state workforce planning and development entities.
 - c. Serve on the State Workforce Investment Board, representing OCHE and Perkins postsecondary education as a mandatory partner of the Workforce Investment Act.
 - d. Prepare recommendations for the State Workforce Investment Board, government, business and labor about Workforce Preparation.
 - e. Lead the development and dissemination of short-term training models responsive to business and industry, and economic development needs for business start-ups, relocation, and expansion in Montana. Montana University System

Qualifications

- Doctoral degree from an accredited institution.
- Two-year college teaching experience.
- Two-year college executive experience.
- Demonstrated competence as a manager, administrator, and educational leader.
- Demonstrated ability to work effectively with diverse constituencies, including K-12 and post-secondary educators and representatives of government, business, and the public.
- Demonstrated ability to obtain, implement, manage, and evaluate federal and state grant-funded programs.
- Demonstrated understanding of economic development and workforce issues in a rural state, preferably, in Montana.
- Strong written and oral communication skills.

VACANCY ANNOUNCEMENT

Letters of interests should include a general statement of interest, as well as address each qualification listed in the position description, including a history of employers. Also, please include the contact information for three professional references. The candidate will be notified before references are contacted. Individuals that are nominated for the position will be contacted and encouraged to submit a letter of interest.

Position salary shall be commensurate with experience, responsibilities, internal equity, and cost of living.

The deadline for submitting letters of interest and nominations is April 16, 2008.

Send letter of interest/nomination to:

Lynette Brown
Office of the Commissioner of Higher Education
Montana University System
46 N. Last Chance Gulch
PO Box 203201
Helena, MT 59620-3201

Electronic submission of applications is encouraged. Please send as Word or PDF attachment to lybrown@montana.edu.

The Montana University System is an affirmative action/equal opportunity employer committed to recruiting, supporting, and fostering a diverse community of faculty, staff, and students.