Vice President for Academic Affairs

Northwest Technical College
Bemidji, Minnesota

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Northwest Technical College invites applications and nominations from motivated, forward-looking academic leaders for the position of Vice President for Academic Affairs.

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Northwest Technical College began in 1965 with its establishment as the Bemidji Area Vocational Institute. The two-year college offers a breadth of certificate, diploma, and associate degree programs – both on campus and online – that serve the needs of students and employers in northern Minnesota and beyond. Its unique, innovative alignment with BSU has been not only evolutionary, but in many ways revolutionary. That continues to be further refined as the College and University pursue a strong, strategic partnership that increases student access to educational opportunities, and also ensures wise use of resources – all while preserving each institution’s distinct character.

NTC continues to fulfill its mission and successfully serve the people of northern Minnesota and the state, attracting a diverse group of students with an open enrollment policy, affordable tuition, and high-quality education. The college is home to about 1,000 students enrolled in automotive, business, health and human services, and industrial technology career programs. Curriculum within those areas supports 35 certificates, 15 diplomas, 18 A.A.S. degrees, and five A.S. degrees. Those students include both recent high school graduates preparing to pursue their first careers and adult learners who seek to advance in their current field or make a career change.

In May 2015, the Higher Learning Commission renewed NTC’s accreditation, culminating a two-year process of internal reassessment known as Reinvention. Key to that process was a new Master Academic Plan, designed to offer students increasingly flexible ways to prepare for good-paying jobs in high-demand fields. The plan also seeks to increase collaboration with Bemidji-area business and industry, school districts, government agencies, nonprofits, and other colleges to benefit students and contribute to a thriving regional economy. The College’s newly streamlined curriculum will allow students to earn sequential or “stackable” credentials as they progress from foundational learning to in-depth study. Another outcome has been an increased academic partnership between NTC and BSU, with close consultation between the University’s provost and deans and the NTC dean and faculty on program selection, structure, and course requirements.
A Rewarding Partnership with Bemidji State University:
Since 2003, NTC has formally been aligned with a sister institution, Bemidji State University (BSU), also in Bemidji and about three miles away. This alignment model, the first and only of its kind in Minnesota, has allowed the two institutions to build an effective partnership that positively impacts financial sustainability, efficiencies, constituent satisfaction, outreach, and the sharing of programs and services. This unique partnership with Bemidji State gives NTC students access to on-campus housing, meal plans, and other services at BSU. Students get the best of both worlds: a taste of university life, plus a focused, technology-based education at a much lower cost.

Alignment with BSU has not changed NTC’s commitment to serving students in a technologically focused educational environment so they are prepared to work and live in today’s global society. As affirmed in its mission statement (see page 3), NTC provides educational opportunities that are solidly focused on a high-quality education that integrates technical and general learning, enabling graduates to secure rewarding careers and enhance their lives.

Under the Master Academic Plan, completed in May 2015, the college’s academic programs are grouped into seven Career Paths: Automotive Motorsports, Building Trades, Business, Child Care, Health Care, Manufacturing Technology and Individualized Studies. Within these, students may continue steadily from the certificate level, typically obtainable in a single semester with a full-time course load, and complete an associate degree in two years. On the other hand, thanks to the system of stackable credentials, students may stop and start without losing ground, and they may also switch from one emphasis to another within a Career Path without having to backtrack because of newly designed foundational courses in each area.

Although the growing importance of online instruction has reduced the number of on-campus students, NTC seeks to grow its on-campus programs as well in order to maintain a busy, engaging atmosphere in the College’s excellent facilities, which include modern labs and training equipment for nursing, dental assisting, building trades, automotive service, and high-performance engine machining. A welding lab is scheduled to open in Fall 2017.

Collaborative relationships are key to NTC’s ability to augment programs, courses, and services, and to help meet the needs of students and stakeholders both in the greater Bemidji region and at distant sites via online delivery. In addition to its alignment with BSU, the college maintains partnerships with Distance Minnesota, an online consortium for the delivery of online courses and services; with other colleges and universities, including tribal colleges, for opportunities to collaborate; with area high schools for coordinating technical preparation education options for students; and with business and industry, including advisory committees and those serving as clinical and internship sites.
In the 2015-16 academic year, approximately 58% of NTC students focus on health care-related careers, primarily practical and associate-degree nursing, but also dental assisting, health care administrative support, and medical coding and transcription. Approximately 16% of students focus on business-related careers, including general business, accounting, supervision and management, sales and marketing, and computer help desk. Of the remainder, about 17% focus on building trades, including electrical, construction, plumbing, HVAC, and sustainable environmental technologies; 2% focus on child care, including young child education; and 4% focus on automotive service and high-performance motorsports.

In addition to its renewed accreditation by the Higher Learning Commission through the Standard Pathway, the college’s Dental Assisting program is specifically accredited by the Commission on Dental Education of ADA.

**COLLEGE LEADERSHIP**

*Faith C. Hensrud, Ed.D.*  
*President, Bemidji State University / Northwest Technical College*

Dr. Faith Hensrud became president of Bemidji State University and Northwest Technical College on July 1, 2016. Hensrud’s career in higher education spans more than two decades and includes teaching and administrative roles at the University of Wisconsin-Superior and Wisconsin Indianhead Technical College, also in Superior. Most recently, she served as provost and vice chancellor for academic affairs at UW-Superior beginning in 2012.

As provost at UWS, Hensrud was the university’s chief academic officer, managing a $13 million budget and working with 130 faculty in 12 academic departments. She also oversaw the Lake Superior National Estuarine Research Reserve, the Lake Superior Research Institute, and the Transportation and Logistics Research Center and Great Lakes Maritime Research Institute.

Previously, Hensrud was UW - Superior’s interim provost and vice chancellor for academic affairs and dean of faculties from 2010 to 2012; associate vice chancellor for academic affairs and outreach from 2006-10; leader of distance education and continuing education programs and activities from 2002-06; and an associate professor since 2006. She started there in 1995 as a lecturer in the Department of Business and Economics.
Hensrud is also a U.S. Army veteran. She served on active duty with the 24th Transportation Battalion at Ft. Eustis, Va., from 1986-89 and as a member of the U.S. Army Reserve from 1989-2000.

She holds a bachelor’s degree in human adaptability from the University of Wisconsin-Green Bay, a master’s degree in management from the College of St. Scholastica, and a doctorate in educational policy and administration from the University of Minnesota.

THE VICE PRESIDENT

- The Vice President for Academic Affairs is the chief academic officer and chief operating officer of Northwest Technical College (NTC). NTC is aligned with Bemidji State University (BSU), and the Vice President reports directly to the President of BSU/NTC.

- The Vice President is responsible for the day to day operation of the NTC campus.

- The Vice President provides dynamic, strategic campus leadership for the development and implementation of academic programs and student support services and for initiating plans and actions for the establishment and maintenance of a physical environment conducive to teaching and learning.

- The Vice President is responsible for advancing the college’s mission and strategic plan by aligning the resources and priorities needed to ensure that the campus efficiently and effectively develops and delivers requisite programs and student services.

- The Vice President provides campus oversight for services administered by campus-level directors.

- In alliance with those administrators, the Vice President coordinates the planning, development, organizational management, and evaluation of a broad array of functions to ensure student access and success.

- The Vice President both engages in and ensures the campus’s active participation in community outreach on behalf of the college within the area served by the campus.

- The Vice President also serves as the administrative officer of the Distance Minnesota Consortium of Colleges.

- Direct reports of the Vice President include: Northwest Technical College Faculty; Distance Minnesota Online Consortium System Director; Distance Minnesota Online Supervisor; Optivation; College Lab Assistants; Library and Learning Services; and Administrative Assistants.
CHARACTERISTICS, DUTIES & RESPONSIBILITIES

➢ Plans, implements, and ensures leadership of:
  o a diverse faculty, staff, and administration within academic and student affairs;
  o orientation program for new faculty, staff, and students;
  o continuous professional development of faculty and staff;
  o shared governance and collective bargaining agreements;
  o shared strategic planning and divisional planning to support the BSU and NTC strategic plans; and
  o an innovative and successful campus plan to identify new markets and methods for attracting, retaining, and graduating students while maintaining core enrollments.

➢ Serve as liaison between the campus and the community to identify educational and training needs and to enhance college advancement support with:
  o K-12 to partner in programming;
  o business and industry to assess training needs and enhance college advancement;
  o government entities, and their administrations for partnering and enhancing college advancement;
  o state officials, at the direction of the President, to advance the college’s goals and strategic plan.

➢ Creates and supports outreach and service through partnerships and alliances:
  o relationships with P-12 and other post-secondary educational institutions;
  o Minnesota State staff and Minnesota State institutions
  o distance learning through Distance Minnesota Consortium and lifelong learning;
  o for-profit and not-for-profit sectors;
  o College-related regional, state, national, and international organizations;
  o granting agencies, federal/state relationships, and foundations;
  o core College-wide workforce development training and services responding to the distinctive training needs of the communities served by the campus; and
  o regional workforce programs

➢ Administers, reviews and modifies policies to enhance and support:
  o student learning
  o the campus learning environment;
  o student affairs
  o distance learning;
  o library services;
  o academic master plan, regional accreditation, and five-year program reviews;
  o the College catalog and academic affairs publications;
o grants directly related to the academic and student affairs programs of the College;

o Minnesota State policies and professional standards;

o the College’s academic and student affairs reputation;

o The Americans with Disabilities Act (ADA), Minnesota State, and other policies relating to non-discrimination in employment, affirmative action, and equal opportunity; and

o faculty and staff bargaining unit contract administration.

➢ **Administers and provides fiscal resources responsibility for:**

o student access to learning opportunities and curricula, including distance learning, education abroad, and library services;

o academic opportunities for students;

o assessment and accountability;

o research, scholarship, and creative achievement;

o instructional, office, support, and academic/student services assets;

o technology and supplies; and

o academic affairs budgets.

➢ **Models civic and professional involvement through:**

o Minnesota State and other relevant committees;

o civic involvement;

o representation, as requested, of NTC on projects, councils, and other relevant activities; and

o personal research and scholarship.

➢ **Evaluate and oversee, in conjunction with other College administrators, on-campus functions and services including:**

o campus physical plant and grounds to ensure the safety and comfort of faculty, students, and staff;

o campus and College information systems to ensure their support of the academic and student services mission of the campus;

o campus business office, library, and media resources, the campus bookstore, and food service facilities to ensure their support of the academic, student, and administrative services mission of the campus;

o campus credit and non-credit instruction, training, and services to ensure that they are presented as seamless, transparent workforce development options for the region’s businesses, industries, and government entities; and

o campus and College financial aid systems to ensure their support of the academic and student services mission of the campus.
**SKILLS & QUALIFICATIONS**

**Required skills and qualifications:**
- A master’s degree from an accredited institution;
- A minimum of 5 years of recent successful experience in an academic leadership role; and
- A minimum of 3 years of experience leading faculty.

**Preferred skills and qualifications:**
- An earned doctorate is preferred in Educational Leadership or related field;
- Higher education work experience in academic programs, student services; preferably within a technical college;
- College teaching experience preferred;
- Supervisory experience;
- Ability to provide visionary leadership in a complex organizational structure;
- Broad vision as a leader;
- Participatory leadership style;
- Knowledge of contemporary theories and best practices affecting learning, student services, academic programming, and emerging technologies;
- Commitment to the technical college philosophy and student development process;
- Commitment to the mission of the College;
- Experience in developing curriculum and learning outcomes;
- Commitment to an engaged learning community;
- Understanding and commitment to the College’s priorities;
- Experience with divisional budgeting;
- Familiarity with collective bargaining;
- Understanding diverse student populations;
- Understanding technology as an educational and learning tool;
- Experience with accreditation processes;
- Passion for campus and community life;
- Ability to lead all constituencies through consensus-building and collaboration;
- Commitment to ethical and decisive leadership;
- Demonstrated commitment to diversity;
- Strong creative problem-solving skills, and
- Experience in leading and managing change.

**COMPENSATION**

Compensation will correspond to the experience and credentials of the candidate and will reflect the leadership responsibilities of the position. Reasonable relocation assistance will be provided.
EFL Associates, an executive search firm, is assisting Northwest Technical College with its search for this important position. All calls, nominations, and inquiries should be made through the search firm.

Applications should include:

1. A letter of introduction outlining the applicant’s background and qualifications for the position. (*This letter should specifically address the leadership attributes and professional competencies for this position.*)
2. Curriculum vitae/résumé.
3. Contact information (**email addresses are required**) for 5 professional references, at least one of which is a person who has reported directly to you, a second who is a colleague, and a third who is an individual to whom the applicant has reported directly.

Please note:

- All documents should be submitted electronically in **PDF format** through the Consensus Search Support System: [https://highereddecisions.com/efl/current_vacancies.asp](https://highereddecisions.com/efl/current_vacancies.asp)
- The recommended application deadline is February 21, 2017.
- The start date will be no later than July 1, 2017.

Confidential Inquiries and Nominations can be directed to:

**Dr. David Sallee**  
Senior Consultant, Higher Education Practice, EFL Associates  
Cell: 816-506-9426 or dsallee@eflassociates.com  
[www.eflassociates.com/highered](http://www.eflassociates.com/highered)

**Ms. Angela Lilje**  
Project Manager, Higher Education Practice, EFL Associates  
alilje@eflassociates.com

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Reasonable accommodations will be made to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at 651.259.3637 or email careers@state.mn.us. Please indicate what assistance is needed.

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