Position Description
Vice President for Academic Programs

The Council of Independent Colleges (CIC) seeks a full-time Vice President for Academic Programs to develop and oversee the annual Institute for Chief Academic Officers and Workshops for Department and Division Chairs as well as a variety of other programs for academic administrators and faculty members.

CIC is the major national service organization for small and mid-sized independent liberal arts colleges and universities in the United States. Currently, as a result of consistent membership growth over several decades, 682 colleges and universities and 76 organizations are members. CIC has a tripartite mission: supporting and developing campus leaders, providing resources to advance the excellence of member institutions—including faculty development programs in key disciplines and professional development for leaders such as department chairs—and enhancing public understanding of the contributions independent higher education makes to society. CIC’s 25-person staff, based in Washington, DC, develops and manages, in collaboration with partner organizations and subject experts, a dynamic set of conferences, externally funded projects and programs, research and advocacy initiatives, and other activities to serve members in all three mission areas.

In July, CIC welcomed new president Marjorie Hass. At this moment, which she has described as an “inflection point” for higher education, the importance of CIC’s programs and services for independent colleges and universities has never been greater. The Vice President for Academic Programs will play a central role in implementing President Hass’s vision for the organization, developing and delivering programs designed to strengthen and advance the distinctive educational values of CIC’s member institutions.
Responsibilities

The Vice President for Academic Programs is the principal planner of two annual programs central to CIC’s mission to advance educational excellence and academic leadership: the annual Institute for Chief Academic Officers (to which other senior campus officers are invited on a rotating basis) and a series of Workshops for Department and Division Chairs. This Vice President also oversees several multi-year programs for campus teams including faculty members in specific fields and disciplines. The position calls for close collaboration with task forces composed of representatives from member campuses, external subject matter experts, and CIC staff colleagues. As a senior leader at CIC, the Vice President for Academic Programs also carries out a range of administrative and other organizational responsibilities and represents CIC in meetings of national organizations concerned with higher education programs and policy. The position reports to the President, and is located in Washington, DC.

Qualifications

Candidates should be deeply knowledgeable about the full spectrum of current issues important to leaders of independent colleges and universities, and should be demonstrably committed to advancing and promoting the distinctive characteristics, values, and contributions of member institutions. Demonstrated success in advancing diversity, equity, and inclusion is expected. Experience with foundation fundraising and evidence of effective innovation is strongly preferred, as is experience with collaborative or cross-institutional initiatives. The ideal candidate will have held a series of increasingly responsible leadership positions in academic affairs at one or more independent colleges and universities, including serving as the chief academic officer or in a position with equivalent responsibilities. A terminal degree in a discipline commonly taught at CIC member institutions is preferred.

Requirements

All CIC staff members are expected to excel at written and oral communication; demonstrate a proactive, positive, and member-focused disposition; handle competing priorities independently and effectively; organize and manage a wide range of activities with excellent control of detail; exercise creativity and initiative in developing ideas and solving problems; be familiar with office applications, virtual content delivery platforms, and other commonly-used applications and tools; and be inclined to thrive in a diverse, fast-paced, highly collaborative work environment.
This position requires occasional overnight and out-of-area travel. Performing the duties of this position regularly requires the ability to talk and hear, sit in a normal seated position for extended periods of time, use hands to finger, handle, or feel, and be able to lift and/or move up to 20 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**Application Process**

The start date is flexible, preferably in early 2022. For full consideration, candidates are encouraged to submit materials no later than September 15, 2021.

To apply, send by email a PDF version of a letter of interest and a curriculum vitae to *VPforAcademicProgramsSearch@cic.nche.edu*. Review of applications will begin immediately. All applications will be treated as strictly confidential.

Letters of nomination also may be sent to *VPforAcademicProgramsSearch@cic.nche.edu*.

CIC is an equal opportunity employer and offers competitive compensation and generous benefits. For more information about CIC and its programs and services, please visit *www.cic.edu*.