Position Title: **Chief Academic Officer**

Reports to: **President**

Department: **Academic Affairs**

FLSA Status: Exempt

Classification: **Regular Full Time**

Benefit Eligible: Yes, Full Time Benefits

SOC Code: **13-1071**

Last Updated: **11/8/2021**

Location: **Keshena Campus**

Posting Status: First Posting – Enrolled Menominee Only

Grant Funded: **Not Grant Funded**

Application Deadline: **December 21, 2021 at 5:00 PM**

**Position Summary:** Under the direction of the President, the Chief Academic Officer of the College is responsible for educational policy and academic programs. This includes program review and improvement, accreditation and self-evaluation, assessment of student learning and advancement of student success, academic personnel decisions, budget development, enrollment management, fiscal accountability, program and curriculum development, and the encouragement and improvement of teaching and learning.

**Position Responsibilities & Duties:**

1. **Administering and Developing Program and Curriculum**
   a. Possess the vision to guide the College’s academic programs into the future.
   b. Work effectively with community groups, educational entities and tribal organizations to develop partnerships which result in improved service to the students and to the community.
   c. Provide guidance to the faculty regarding the planning, implementation and review of academic programs, services, activities and related matters.
   d. Participate in the planning of new facilities for the purposes of instruction and student support services.
   e. Supervise the development of community education, contract education, library services and distance learning.
   f. Have experience with Guided Pathways, building collaborative programs and initiatives and demonstrated success in developing articulation agreements with universities and fostering K-12 connections.
   g. Promote excellence in teaching and scholarship and the increased use of technology in teaching and administration. Understand and promote the role and use of technology in the instructional environment.
   h. Show support of complex financial models and an ability to build a sustainable model for CMN that considers best practices yet also encourages innovation and experimentation in areas such as financial incentives, curricular flexibility, enrollment management, and delivery methods.
   i. Promote the 1994 Tribal College Land Grant system and the role it plays in the development of successful Tribal communities both academically and culturally.

2. **Assessment of Student Learning**
   a. Provide strong, dynamic academic and administrative leadership; foster a collegial environment which encourages scholarship, teaching, and learning excellence.
   b. Advocate and promote quality instruction, student success, integrated planning, and the expansion of Student Learning Outcomes to meet the educational needs of students in a Tribal College environment and all modalities.
   c. Work with the instructional staff in development of the educational program, including the maintenance of standards and assessment.
d. Provide oversight of assessment of Student Learning Outcomes and college-wide accreditation
e. Act as the officer in the recruitment and selection of faculty

3. Enrollment Management
   a. Leadership and oversight for enrollment management strategies, initiatives and efficiencies
   b. Plan, in coordination with other administrations and faculty, the schedule of classes and programs

4. Accreditation
   a. Contribute to the overall strategic planning, strong fiscal management linking resources allocation to planning and priorities (including data-driven decision-making), and leading the ongoing efforts of the College to meet accreditation standards
   b. Knowledge and the ability to keep up-to-date on changes in accreditation standards and requirements and state agency rules and regulations and the enforcement of those standards, rules and regulations.
   c. Provide direction for regulations from accrediting agencies

5. Governance to the Board of Directors and Transparency
   a. Report, advise and presents to Board of Trustees key departmental resources indicators
   b. Communicate College’s potential risks
   c. Be responsible for compliance with all Tribal, federal, state and local laws pertaining to all departmental matters

6. Strategic Planning
   a. Aid in making decisions consistent with the mission and goals of CMN and role of Tribal colleges
   b. Participate in the development of and supports the College’s strategic plans
   c. Provide a visionary and leadership implementation role on behalf of all departments, creating well-respected and sought-after department goals that support the College’s Mission, Vision, culture and values

7. Policy and Procedure Development and Implementation
   a. Establish a culture of continuous process improvement
   b. Ensure excellent customer service
   c. Develop, implement and administer the academic policies and requirements of CMN to ensure relevance, reliability, and completeness of records.

Minimum Qualifications:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Education
   a. An earned doctorate from an accredited institution, if pending, evidence that it is to be earned within 18 months of appointment;
   b. Masters degree in education (or closely related discipline) with at least 5 years’ experience in higher education leadership;

2. Experience
   a. Five or more years of executive experience desired at or comparable to a top leadership position and with a record as a successful senior executive. Preferred experience in tribal, higher education and/or corporate organizations;
   b. Career experience that demonstrates expertise in making data-driven decisions to direct organizations and in understanding the significance of data;
   c. Career experience that provides evidence of strong financial, operational and human relations skills relevant to the sustainability and advancement of the college;
   d. Educational or professional experiences that demonstrate a commitment to academic excellence and have contributed to a personal understanding of Native American culture and the applied research that addresses Native American culture;
   e. The ability to be conversant on scholarship, pedagogy and Native American culture.
3. Specific Skills
   a. An understanding of the Mission, Vision and Values of the College of Menominee Nation, its educational and financial opportunities, and the role of Tribal Colleges and Universities;
   b. Demonstrated understanding of how indigenous ways of knowing and being impact education, leadership and community;
   c. Demonstrated collaborative, inclusive, and transparent leadership skills;
   d. Evidence of successful grant application and implementation;

To Apply:
1. Letter of interest that addresses the stated responsibilities of the CAO and requirements for applicants;
2. Current Resume;
3. Current curriculum vitae;
4. Evidence of an earned doctorate from an accredited institution, if pending, evidence that it is to be earned within 18 months of appointment;
   ➢ Official transcripts will be required upon hire.
5. Names/titles/contact information of at least three professional references.

Written requests for confidentiality during the initial application process will be honored. Complete background checks are conducted on all reaching the candidate stage.

Submit via email: HR@menominee.edu (if no auto-reply of receipt within 24 hours contact CMN HR)
or
Submit via USPS: Human Resources, College of Menominee Nation, GM 212, N172 State Hwy 47-55, P.O. Box 1179, Keshena WI 54135.