



ALABAMA SOUTHERN COMMUNITY COLLEGE

Position Vacancy Announcement

Position: Executive Director of the National Center for Pulp and Paper Technology –Thomasville Campus

Qualifications:

The preferred minimum employment qualifications for the Executive Director and Principal Investigator of the National Center for Pulp and Paper Technology:

1. A doctorate degree in education, educational administration, curriculum development, training and development, or related field.
2. At least ten years combined experience working in technical and vocational education, training for industry, at the high school level, at the college level, at the university level, and in continuing education.
3. Published author in the technical field.
4. Success in developing multi-million dollar grants.
5. At least three years experience in grants administration.
6. Ability to work effectively with multi-tasks.
7. Strong organizational and time-management skills and strong verbal and written skills.
8. Ability to work well with others.

Position Summary:

The Executive Director and Principal Investigator of the National Center for Pulp and Paper Technology (Director) is responsible for the development and operation of the National Center for Pulp and Paper Technology (National Center). These responsibilities include working closely with the National Network for Pulp and Paper Technology including: Partner colleges, universities, school districts, industries, and industry organizations in accordance with the National Center Vision Statement, Mission Statement, goals and objectives. Additionally, the Director is responsible for the day-to-day operation of the National Center and related programs and services. The Director will also perform other duties as directed by the President.

Duties:

At a minimum, the essential functions of the Director shall include:

1. Supervising the updating of the curriculum developed through previous NSF ATE Project grants.
2. Ensuring that the National Center and the National Network activities, programs, and services are implemented as planned with any approved modifications of said plans.
3. Supervising the development, update, and implementation of curriculum associated with the National Center.

4. Serving as the lead point-of-contact for the NSF with regard to the associated grant, budgets, and reports.
5. Supervising activities provided by the National Center and Partner colleges associated with the development and implementation of the student and faculty workshops and help ensure these workshops are conducted in a professional manner in terms of content and quality.
6. Visiting the campuses of Partner two-year colleges and potential Partner two-year colleges.
7. Visiting industry Partners and potential industry Partners.
8. Working with area school districts and school districts of Partner two-year colleges.
9. Serving as the lead writer and editor for articles, monographs, books, and other curricula materials developed by and/or through the National Center.
10. Developing programs and services related to skills verification associated with the programs and services offered through the National Center.
10. Approving all marketing materials, publications, endorsements, and other related actions under the name of the National Center.
11. Serving as an Ex-officio member of the National Center Oversight Board.
12. Serving as the point-of-contact for the National Visiting Committee.
13. Serving as the point of contact with the National Center External Evaluator.
14. Coordinating activities of the National Center Co-PIs for those activities funded by the respective NSF funds.
15. Supervising Alabama Southern Community College employees for activities funded by the respective NSF funds.
16. Overseeing the development and operation of the National Center web site and technology portal.
17. Becoming thoroughly familiar with all College policies and procedures.
18. Serving on and providing information to College committees as needed or assigned.
20. Submitting required reports and follow-up reports to the appropriate administrative personnel.

Salary: Salary level is based on Alabama College System, Schedule C1.

Application Deadline: April 22, 2008

Starting Date: Negotiable

Application Procedure: Send a completed application package to:
Office of Academic Affairs
Alabama Southern Community College
P.O. Box 2000
Monroeville, AL 36461

A complete application consists of:

- 1. An Alabama Southern Community College Application**
- 2. A resume showing education degrees earned and employment history**
- 3. Copies of transcripts from all colleges attended**
- 4. The names, addresses, and telephone numbers of at least three professional references**
- 5. Three letters of recommendation**

Incomplete applications or applications received after the deadline will not be considered. Applicants selected for interview will be notified of the date, time, and location of the interview by telephone. Interview expenses will not be paid by the college. **Official application forms may be obtained from the College Website www.ascc.edu or from the Vice President for Learning/Academic Affairs by written request.**

Alabama Southern Community College is an equal opportunity employer. It is the official policy of the Alabama Department of Postsecondary Education, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Alabama Southern Community College will make reasonable accommodations for qualified disabled applicants or employees. The College reserves the right to withdraw this job announcement at any time prior to the awarding.