



VACANCY ANNOUNCEMENT

Position Title: Vice President for Academic Affairs

Position #: 100010

Position Status: Full-Time

Reports To: President

FLSA Status: Non-Exempt

Under the direction of the President, the Vice President serves as the Senior Academic Officer for the college. The Vice President has responsibility for the management of Academic Affairs. This includes oversight of accreditation/regulation and program evaluation, scheduling, assessment of student learning and advancement of student success, academic personnel decisions, budget development, fiscal accountability, program and curriculum development, excellence in teaching and learning. The Vice President is responsible creating an inclusive learning environment to meet the needs of a diverse student population, with special emphasis on first-generation, low-income, and students of color. The Vice President is also responsible for the review and approval of all academic and policies/procedures. The Vice President for Academic Affairs is a line administrator with staff relationships to the Vice President of Administrative Services. The Vice President participates as a member of the President's Cabinet.

The following positions report directly to the Vice President for Academic Affairs:

- Dean of Instruction
- Department Chairs
- Director of CTE and Workforce Development
- Administrative Assistant III

DUTIES AND RESPONSIBILITIES:

1. Provide inclusive and innovative leadership and guidance for the development and implementation of high-quality and student-centered approaches to support student success in academic dimensions of the student college experience for all students, with particular focus on first-generation, low-income and students of color.
2. The Vice President will serve as an advisor to the President in matters related to curriculum and instruction and academic offerings, faculty/staff selection and assignment, supervision, development, retention, and evaluation.
3. The Vice President will be accountable for achievement of college goals and objectives within the scope of Academic Affairs as set forth in the College's strategic plan, and for assessing and meeting the educational and career/technical education needs of citizens in Otero College's service area. Understands and promotes the roles and use of technology in the academic environment.
4. Responsible for completing the HLC Assurance Argument to demonstrate how the institution meets criteria for accreditation.
5. Understands and advances the mission of the Colorado Community College System and is able to relate it to all constituencies, aids in making decisions consistent with the mission and goals.

6. Works effectively with community groups, educational entities, business, industry, government, and legislative bodies to develop partnerships, which result in improved services to students and to the community.
7. Provides guidance to and receives recommendations from Faculty Senate and other representative organizations regarding planning, implementation and review of academic programs, services, activities, and related matters.
8. Play a positive role in the campus master planning process for remodeling current facilities and consideration of any new facilities.
9. Assure compliance of all academic programs with the requirements of the Colorado Community College System, Otero College, Colorado Department of Higher Education, Higher Learning Commission, and other state and federal regulatory agencies.
10. Continuous improvement and management of all academic programs to include academic transfer, career and technical, educational technologies, GED, Concurrent Enrollment, and outreach.
11. Responsible for providing access and support for students with disabilities.
12. Member of Otero College committees as needed and represent the College's Academic Affairs programs at the Colorado Community College System's Academic Affairs, and VP Council meetings, as well as other task forces and related committees.
13. Participate as a member of the President's Cabinet in the decision-making and management of the total college operation; participates in the college advisory council and foundation meetings as needed.
14. Perform other duties as assigned by the President of the College.

MINIMUM QUALIFICATIONS:

- Master's degree from an accredited college or university
- Three (3) or more years of related experience in higher education or other administrative and leadership experience
- Demonstrated understanding of student learning strategies, policies, and promising practices
- Experience with academics and academic leadership
- Demonstrated commitment to supporting and serving diverse student populations, with special emphasis on first-generation, low-income, and students of color.

PREFERRED QUALIFICATIONS:

- Five (5) or more years of related experience in leadership, preferably at a rural community college
- Teaching experience at the community college level
- Experience in program planning and program development
- Prior experience with college accreditation
- Experience in administering academic, career and technical education programs (i.e. Carl Perkins)
- Experience in institutional research/accountability/ assessment
- Commitment to a progressive environment providing quality education and supportive services to students
- Commitment to equity and inclusion
- Educational philosophy in alignment with that of a small rural, comprehensive Community College and enthusiasm for this type of environment and the aspirations of its people.

SALARY:

\$94,000 - \$98,000 With an excellent and highly competitive benefits package including PERA retirement, health, vision, dental, life insurance, annual and sick leave. [Benefit Information](#)

12-month academic year position.

APPLICATION INSTRUCTIONS

For consideration, an applicant file must contain:

1. Cover letter that addresses the minimum and preferred qualifications
2. Resume
3. Copies of transcripts (A.A., B.A., and M.A.) Official transcripts requested upon hire - As part of our commitment to a fair hiring process, we invite you to redact any information from your transcripts that may be confidential/protected under law, including your age, date of birth, or dates of attendance/graduation.
4. Names, addresses, and phone numbers of 3 professional references

APPLICATION DEADLINE

Open Until Filled – priority will be given to applications received by August 8, 2025

POSITION START DATE:

As soon as possible

Submit Application Packet To:

Otero College
Attn: Kelsey Barbee
Director of Human
Resources 1802 Colorado
Ave
La Junta, CO 81050
FAX: (719) 384-6947

Or Email To: kelsey.barbee@otero.edu

Inquiries May Be Directed To:

Kelsey Barbee
(719) 384-6824

Applicants must submit to and pass a background check before an offer of employment can be extended.

*****Please Note: Otero College is not able to provide sponsorship for applicants who do not currently have the legal right to work in the United States or require transfer of a Visa.*****

*****Must be a resident of the State of Colorado or able to relocate to Colorado prior to the first date of employment. *****

Otero College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policy 3-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, ancestry, physical or mental disability, veteran status or military status, pregnancy status, religion, genetic information, gender identity, gender expression, sexual orientation, or any other protected category under applicable local, state, or federal law (also know as "civil rights laws") including protection against retaliation and for those opposing discrimination or participating in any grievance process on campus or within the Equal Employment Opportunity Commission or other human rights agencies, in its employment practices or educational programs and activities. Otero recognizes that the quality of instruction and educational opportunities for all are enhanced when the diversity of

the community served is represented in the student population and workforce. Otero also recognizes that women, minorities, veterans and individuals with disabilities have been historically underutilized in the higher education workforce.

The College has designated Mike Rager, Director of Civil Rights and Investigations as its EO/TITLE IX COORDINATOR and Kelsey Barbee, Director of Human Resources as its AFFIRMATIVE ACTION (AA), OFFICER with the responsibility to coordinate its civil rights compliance activities and grievance procedures. If you have any questions, please contact Kelsey Barbee, Director of Human Resources at 719-384-6824, kelsey.barbee@otero.edu, or 1802 Colorado Ave. McDivitt Hall RM# 140, La Junta, CO 81050.

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

The Federal Cleary Act (The Student Right to Know and Campus Security Act of 1990) requires all institutions of higher learning to make available to prospective employees the agency's Annual Security Report/Campus Crime Statistics. A paper copy of this report can be obtained at the Student Services Center upon request or at: <http://www.ojc.edu/content/marketing/catalog.pdf>. This report includes statistics for the previous three years concerning crimes that occurred on campus or on property controlled or owned by Otero College, as well as public property within, or immediately adjacent to and accessible from, our campus.

Former employees of the Colorado Community College System or one of its 13 colleges, who were disciplinarily terminated or resigned in lieu of termination, must disclose this information in your application packet

Qualified protected class individuals are encouraged to apply

Otero College must comply with the Immigration Reform and Control Act of 1986. If hired you will be required to provide documents to show your identity and authorization to work. In addition, Colorado fiscal rules require direct deposit for all new employees.

ABOUT OTERO COLLEGE:

Founded in 1941, Otero College is an accredited Hispanic Serving Institution and is a state two-year community college with approximately 1500 students (1250 FTE) made up of traditional, non-traditional and international students. The college is governed by the State Board for Community Colleges and Occupational Education. Otero is located on an attractive 40-acre campus on the southern edge of La Junta, Colorado. The college is a full-service campus with dormitory housing, food service, men's and women's varsity intercollegiate athletics, and state-of-the-art educational technology. The city of La Junta has a population of approximately 8,000 and is located on Highway 50, sixty miles east of Pueblo. The college serves the residents of Otero, Bent, and Crowley counties. This rural geographic area in southeast Colorado is primarily agriculture based and has a population of approximately 33,000 people. Students at Otero can earn degrees in Associate of Arts, Associate of Science, Associate of Applied Science, Associate of General Studies or an Associate Degree in Nursing. Students who wish to pursue vocational occupations will find over a dozen one- and two-year certificate programs available. Career and Technical Education certificate programs at Otero include:

- Advanced Ag/Business Management
- ABM Financial Analysis
- Ag/Business Marketing and Risk Management
- ABM Records and Business Planning
- Rural Business Entrepreneurship
- Cosmetology

Hair Stylist
Nail Technician
Esthetician
Crop Production
Intro to Horticulture
Horticulture
Emergency Medical Technician
EMT Intermediate
Community Health Worker
Law Enforcement Training Academy
Livestock Production
Agriculture Production Management
Artificial Insemination
Nurse Aide
Practical Nursing
Phlebotomy
Oxyacetylene
Welding Fundamentals I
Welding Fundamentals II
Welding Production
Advanced Welding Pipe
Advanced Welding Railroad

To learn more about Otero College, visit the college's website at www.otero.edu.

OTERO MISSION STATEMENT:

To provide quality higher education that is accessible, transforms lives, expands employment opportunities, enriches our communities, promotes individual and global cultural diversity, and fosters economic development.