



ACCREDITATION

Northeastern Junior College is accredited by the Higher Learning Commission and a member of the North Central Association. All programs are approved by the Colorado State Board for Community Colleges and Occupational Education. Associate degree and certificate programs are also approved by the Colorado Commission on Higher Education.

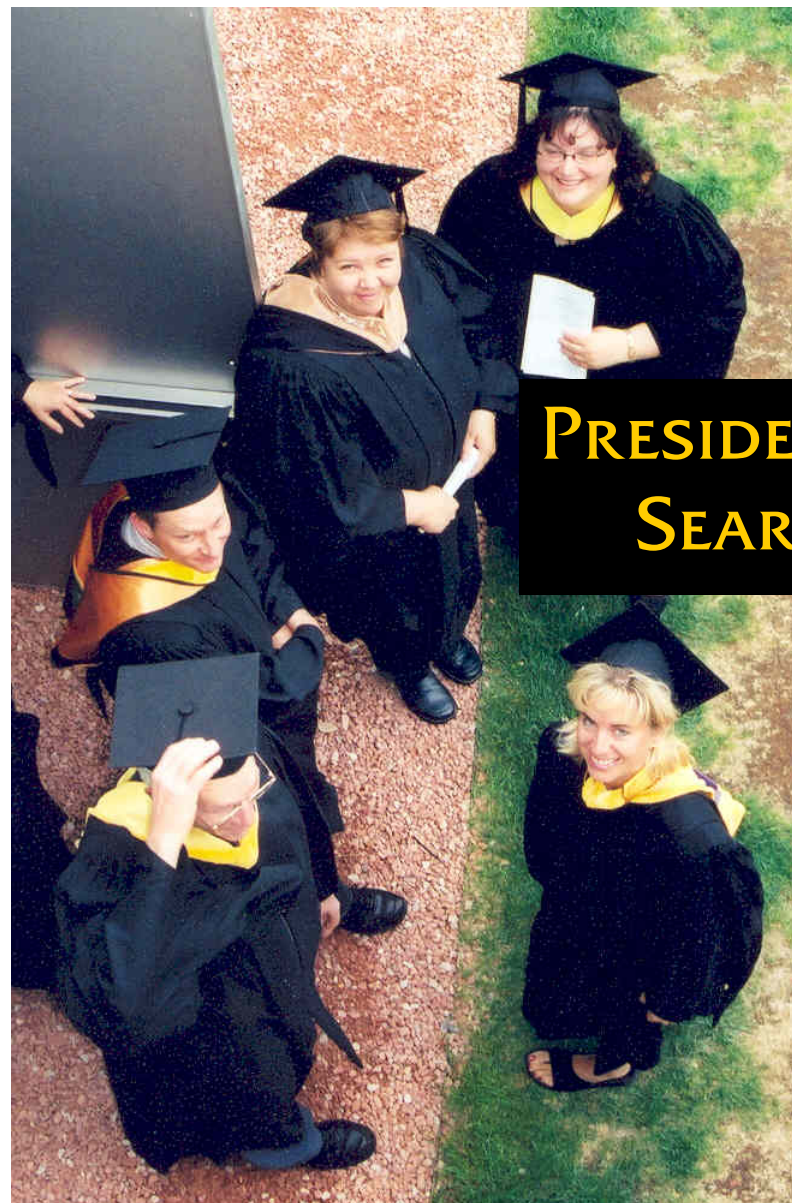
ABOUT THE COLORADO COMMUNITY COLLEGE SYSTEM

The Colorado Community College System comprises the state's largest system of higher education. Its career and academic programs in the 13 state community colleges serve more than 145,000 students annually. In addition, CCCS oversees 1200 secondary and 800 postsecondary career and technical programs in more than 150 school district and seven other post-secondary institutions across the state.

For more information about the Colorado Community College System, visit www.cccs.edu

The Colorado Community College System is an equal opportunity educational institution and does not unlawfully discriminate on the basis of race, religion, sexual orientation, color, national origin, sex, or disability in admission or access to, or treatment or employment in, its educational programs or activities. Inquiries concerning Title VI, Title IX, Section 504 and ADA may be referred to the Director of Affirmative Action, Colorado Community College System, 9101 East Lowry Boulevard, Denver, CO 80230-6011, (303) 620-4000 or to the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Blvd., Suite 310, Denver, Colorado 80204, (303) 844-5695.

*Accommodations for persons with disabilities will be made if requested and reasonable.
For TTY/Voice Relay in Colorado, dial 1-800-659-3656.*



PRESIDENTIAL SEARCH



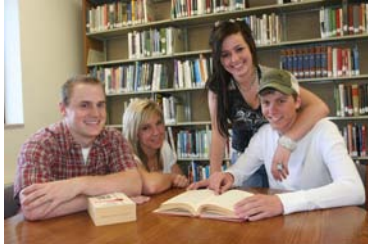
ARE YOU THE LEADER WE'RE LOOKING FOR?

NORTHEASTERN JUNIOR COLLEGE
STERLING, COLORADO

ABOUT

NORTHEASTERN JUNIOR COLLEGE

As Colorado's largest residential two-year campus, Northeastern is considered the state's premier two-year college. It is a comprehensive learning community that offers students a complete college experience that includes living on campus, nationally-ranked men's and women's athletic teams and comprehensive academics in both career and technical programs and transfer degrees. As a 'junior' college, Northeastern functions and looks much more like a small four year school when compared to an average community college. This makes NJC especially attractive to traditional age students. Established in 1941, Northeastern is located 125 miles northeast of Denver on I-76. There have only been six presidents in the history of the college. The college has enjoyed a 33% increase in enrollment over the past three years.



The main campus at Northeastern consists of 20 buildings on 25 acres. A nearby North Campus which houses some career programs and a baseball complex, adds four more buildings and approximately 35 additional acres to the college. NJC leases a portion of the Logan County fairgrounds each year to conduct its equine management program and in 2000, acquired a 75-acre parcel on the outskirts of town to eventually be used as an agriculture teaching facility. In 2010 the college was gifted a 160-acre prime golf course and club house/restaurant which it now operates as a public facility. The college has incorporated a number of learning opportunities into the facility which employs students year round. NJC just opened a new 128-bed state-of-the-art energy efficient dorm on campus. Other recent developments include a new Wind Technology program to train technicians for this rapidly

growing industry. One of the largest wind farms in the U.S. is now located in Logan County.

While NJC offers a solid, basic two-year education to all students, some of the largest academic areas on campus are business, agriculture and pre-professional science studies, especially those related to medical careers. The college enjoys productive, beneficial partnerships with many major employers and industries in the area. The college is held in very high regard in its marketplace and also boasts one of the highest service area saturation rates in the state.

Northeastern serves approximately 4,000 learners each year through all of its programs. Of these students, approximately 1100 are traditional-age degree seeking full-time students. The college now houses up to 608 students on campus each year in six residence halls. Remaining students commute to campus from within a five county service area which encompasses the northeastern corner of the state. Classes are offered at a number of outreach sites in this service area through the college's community education program. Online and hybrid classes are also options.

For more information on Northeastern Junior College, please visit www.njc.edu

ABOUT STERLING, COLORADO

The City of Sterling is located on the beautiful high plains of Colorado and is the Logan County seat. This community of 13,500 serves as a primary trade center for the five counties which make up the northeastern corner of the state and include a combined population of approximately 48,000.

Predominantly an agriculture area, other industries include manufacturing, food processing, technology, corrections, healthcare and education. A new and improved economic development effort is underway and has resulted in one of this nation's largest wind farms, a large ethanol plant, Home Depot and several other new national franchises locating in the area.

Logan County is home to North Sterling Reservoir State Park, as well as numerous other smaller reservoirs, the beautiful Chimney Rock Canyons, the South Platte River Valley, two beautiful golf courses (one owned by the college), numerous other small-town attractions and miles upon miles of farm and ranch country. Residents can find an endless supply of big city culture and professional sports action less than two hours away in Denver.

While Sterling has its share of retired residents, 77 percent of those who live here are under the age of 54 and couples with school-age children make up the majority of our population. Known for strong work ethics and high family values, Sterling residents take a great deal of pride in their community, their schools and their college.

Crime rates are low. Real estate is still affordable. Clean air is delivered daily. The retail community offers everything you might need locally. There are no traffic jams. No long lines. You'll find breathtaking sunrises and sunsets that stretch for miles along the horizon—the kind you never see in the city.

For more information about Sterling, Colorado, visit these websites:

www.sterlingcolo.com
www.logancountyco.gov
www.sterling-logan.com
www.logancountychamber.com



QUALIFICATIONS

- ◆ Master's degree with PhD highly desired
- ◆ Significant prior management responsibility and experience in organizations of similar scope and complexity
- ◆ Highly organized with effective time management skills and the ability to work as an effective team leader and member
- ◆ Highly developed problem solving skills, analytical ability, and interpersonal and communication skills
- ◆ Must have the ability to meet all of the current and future demands of the position in a safe, efficient and effective manner

SALARY

- ◆ Salary and benefit package is highly competitive and commensurate with education and experience.

APPLICATION PROCEDURES

The goal is to identify the new president by January 1, 2012. To ensure full consideration, applicants must submit the following information:

- ◆ a cover letter, describing your qualifications and experience as they relate to the specific requirements of this position
- ◆ a current resume
- ◆ the names, addresses, e-mail addresses and telephone numbers of a minimum of five (5) professional references

MATERIALS SHOULD BE SUBMITTED TO:

jobs@cccs.edu

or they can be sent via US mail to:

Colorado Community College System
c/o Cindy Hesse, Search Consultant
9101 E. Lowry Blvd.
Denver, CO 80230-6011
303-710-1947

Note: Applications will be accepted until the position is filled; however, screening will begin on approximately October 14, 2011.



Each year, NJC attracts students from as many as 60 of Colorado's 63 counties, up to 20 different states and at least 6 foreign countries. Approximately 32% of the full-time residential students are now from metropolitan areas. We are an open enrollment school. We have worked hard to increase diversity on our campus and have successfully done so,

Northeastern has a rich history and tradition of excellence. Our agriculture program is one of the largest and best in the nation. Athletic teams enjoy major recognition and are often nationally ranked. NJC students from various academic disciplines compete aggressively at all levels and bring strong recognition to the college. This college is a major feeder school to Colorado State University and University of Northern Colorado, however transferring students may go anywhere from here and they do! We see an increasing number of our students moving on to out-of-state colleges.

Northeastern offers students the choice of more than 80 programs of study. We take great pride in our student completion rates and constantly strive for improvement through a comprehensive assessment program. NJC has numerous ongoing partnerships with area business and industry which give learners some advantages not available in other areas. The college has 151 full time and 100 part-time faculty and staff, including student employees. Its' annual operating budget is approximately \$16.2 million.

The college competes constantly and successfully for grant money at all levels. NJC enjoys tremendous support from the Northeastern Junior College Foundation which provides educational, economic, cultural and civic support to the college and has been the catalyst for raising dollars to fund a new Hope Scholarship program which must be credited for much of the recent enrollment growth. NJC also has one of the largest alumni associations in the country for two year colleges.



QUALITIES DESIRED IN A PRESIDENT

The College President is responsible for improving the quality of life and the economic well being of Colorado citizens and communities by providing access to a quality learning environment and fostering student success.

The college president is expected at all times to act:

- ◆ in accordance with the standards, policies, procedures, and Annual Plan approved by the State Board for Community Colleges and Occupational Education ("Board") for the Colorado Community College System ("CCCS") and the College,
- ◆ in compliance with all state, local, and federal rules, regulations, and laws applicable to the operation and accreditation of the College and its services, and
- ◆ consistent with reasonable and customary standards of ethics, fairness, and honesty.
- ◆ The College President reports to and is under the supervision of the System President.

IT IS ESSENTIAL that the President demonstrate on a consistent and continuous basis:

Commitment to the successful achievement of the goals of CCCS, which includes achieving the highest standards of excellence in educational programs as demonstrated by offering and maintaining affordable, accessible, and high-quality educational programs for all of the students of the College;

and

The skills (including but not limited to the training, experience, and abilities) to perform all of the responsibilities of the position;

and

The full, diligent, and conscientious devotion of time, attention, and efforts to discharge all duties as the chief administrative officer of the College.

OTHER ESSENTIAL RESPONSIBILITIES INCLUDE:

Access to Education and Training

- ◆ Provides leadership for the marketing of the College's extensive educational programs to potential and existing students, including coordinating and assisting all members of the College staff to achieve maximum performance and results. Establishes strategies and specific measurable goals to increase enrollment, attendance and persistence at the college.
- ◆ Is available and fully prepared to accurately and completely discuss with the public, media, prospective students and their families the benefits of the College programs.
- ◆ Develops, implements, and maintains routine and preventive maintenance programs that ensure a safe and attractive appearance appropriate for a CCCS College.
- ◆ Is involved with the local community to the extent necessary to achieve the successful promotion of the image and reputation of the College, and to ensure familiarity with local community resources that may improve the services provided by the College to its students.

Student Success

- ◆ Ensures that the College has staff that is qualified, trained, and motivated to perform the responsibilities set forth in their respective position descriptions. Ensures the efficient and effective performance of all College employees.
- ◆ Establishes strategies and specific measurable goals to increase graduation rates and success at the college.

Leadership and Management

- ◆ Leads, recommends, and executes all functions and activities of the college, consistent with the Annual Plan for the College, established policies, procedures and standards of CCCS, and all applicable laws and regulations.
- ◆ Develops, implements, and maintains, within the approved staffing and support budgets, and with proper delegation of authority and responsibility, the following programs for the College: Academic Affairs, Career and Technical Education, Student Services, Financial Aid, Workforce and Economic Development, Administration and Finance, Human Resources, Operations and Maintenance of the Physical Plant, and Information Technology.
- ◆ Through positive, effective, and efficient leadership, ensures the efficient and effective use of all of the College's resources, safeguards its assets, maintains appropriate internal controls and ensures the quality and integrity of all financial or non-financial reporting and disclosures.
- ◆ Participates in staff development programs offered by CCCS. Communicates this knowledge promptly as part of the staff development programs for the College and promptly integrates the knowledge gained in the operations of the College.
- ◆ Maintains open, co-operative, appropriate, and effective verbal and written communication, and otherwise cooperates with the Department Supervisors and Academic Officers, all staff members of the College and CCCS, the students, the students' families, and with all other persons, directly or indirectly, involved with the College and with the Board.
- ◆ Treats as confidential any information obtained concerning the students, prospective students and employees of the CCCS that is not public information under the Colorado Open Records Act. During his/her employment or at any time thereafter, shall not disclose such information, in whole or in part, to any person, firm or corporation for any reason or any purpose whatsoever, or for his/her own personal use without the prior written consent of the Board.

System/College Interface

- ◆ Cooperates and interacts effectively with the System President, CCCS staff and the Board and exercises sound judgment in helping to develop and implement system-wide initiatives. Consistently and positively complies with CCCS standards, policies, and procedures.
- ◆ Ensures the accurate, timely, and complete preparation of reports and other record-keeping responsibilities required by CCCS. Prepares timely and accurate head count and FTE reports, and operating reports and analyses as requested by the System President and the Board.
- ◆ Promptly advises and consults with CCCS in a timely manner about emerging problems with operations, staff or students of the College, and makes recommendations for constructive solutions to identified problems.
- ◆ Performs all other tasks as may be assigned from time to time by the Board or the System President or their respective designees to meet the needs of students, faculty and staff and the current operational needs of the College as they may change from time to time.