Harcum College in Bryn Mawr, PA, a leader among the nation’s independent, two year colleges, is accepting applications and nominations for the position of Associate Vice President of Academic Affairs.

Overview and Primary Function:

The Associate Vice President of Academic Affairs (AVP) will serve as a strategic partner to the VPAA in the administrative oversight of key priorities in Academic Affairs. The AVP will provide oversight and direction to the following offices: Education Success Center, Office of Disability Services, Perkins, Student Support Services, and Upward Bound.

The AVP will represent Academic Affairs when the VPAA is unavailable. The AVP will join the VPAA as a representative of Academic Affairs at key meetings, such as, Faculty Administration Council, Program Directors Council and Faculty Senate.

The AVP will work in collaboration with faculty and other departments within Academic Affairs to insure that student success services are effectively integrating in all academic programs. The AVP will develop ideas and strategies to maximize the impact of student success services and assess outcomes of student success services. The AVP will insure that there is continuous and effective communication between success services and academic affairs.

The AVPs responsibilities include, but are not limited to:

- Assisting with the development, implementation and management of grants that support student success services, the AVP will review grant budgets, grant distributions and develop plans to more effectively manage grant resources.
- Serving as a liaison between student success services and academic programs, the AVP will insure that the programs are effectively supported by student success services.
- Insuring that student evaluations of student success services are completed each semester and reviewing student feedback together with other information, the AVP will assess the offices’ success in meeting outcomes.
- Attending key Academic Affairs meetings, the AVP will serve as a representative of Academic Affairs.
- Supporting Academic Affairs, the AVP will be responsible for other projects as assigned at the discretion of the VPAA.
- Representing Academic Affairs, the AVP will serve as the lead representative of Academic Affairs in the VPAA’s absence.
The AVP’s focus and responsibilities will evolve as the college continues to grow and focus on the implementation of the current strategic plan.

**Qualifications:**

Applicants should possess the following qualifications:

- Advanced degree required terminal degree preferred.
- Experience in drafting an/or implementing government grants
- Demonstrated ability to work effectively with diverse populations and to provide leadership and direction in bringing diverse constituents together.
- Superior strategic and tactical planning skills
- Superior written and verbal communication skills
- Experience in oversight of the delivery of success services (academic advising, college access services, college preparatory counseling, tutoring, or disability services, etc.) highly valued
- Experience in teaching in higher education a plus

**ABOUT HARCUM COLLEGE**

Harcum College is an independent, coeducational, fully accredited, residential college. The College offers associate degrees in allied health, business and social science, as well as certificates and a variety of continuing studies programs.

Founded in 1915 by Edith Hatcher Harcum and Octavius Harcum, it was the first college in Pennsylvania chartered by the state to offer the associate degree. Today Harcum has degree programs on its Bryn Mawr Campus, located about 20 minutes west of Philadelphia, programs online and at Partnership Sites throughout the region, serving approximately 1,500 students.

Harcum provides quality instruction from faculty, close student-faculty collaboration, small class sizes, and individualized support services.

**COMPENSATION**

Harcum College offers a comprehensive benefits package and the salary will be commensurate with experience. Harcum College is an Equal Employment Opportunity employer. Resumes must include salary requirements for consideration of employment.

Please send cover letter and resume including work history to:

Claudine Vita  
Director, Human Resources  
Harcum College  
750 Montgomery Avenue  
Bryn Mawr, PA 19010  
Fax: 610-526-6011

Preferred response for this position is via email: cvita@harcum.edu