

CHANCELLOR, position number 89100, University of Hawai'i · Kapi'olani Community College, full-time, excluded executive position, general fund, non-tenurable, to begin approximately on September 2007. **DUTIES:** Under supervision of the Vice President for Community Colleges and University President, provides leadership as the Chief Executive Officer for Kapi'olani Community College and is responsible for the overall administration and management of the College's instructional, student services, institutional support, academic support, continuing education and training programs and vocational training programs. Represents the University of Hawai'i and acts on behalf of Kapi'olani Community College within the community. Serves as the College liaison officer to the President of the University and the President's staff, the Board of Regents, and the State Legislature. Responsible for the administration of the academic and non-academic programs of the College. Responsible for, but not limited to, setting the broad institutional goals and mission, planning and forecasting course of action, determining performance objectives and desirable results, developing strategies to achieve goals, allocating resources, developing policies, setting procedures, developing the budget, etc. Works with the campus program managers and various governing bodies which serve as the recommending and advisory body in matters relating to the priorities for the directions of the College, especially in regard to budget planning and resource allocation. Responsible for decisions rendered by members of the College administration, faculty, staff and students. Responsible for ensuring that federal and state rules and regulations, and Board of Regents, Executive, and other University and College policies and procedures are enforced and applied appropriately on campus. Coordinates, facilitates and ensures effective communication, decision-making and action amongst campus administrators, faculty members, staff and/or students on a range of programmatic, service, personnel, and other matters; and meets with businesses, nonprofit organizations, community leaders, and other groups to explore various educational and training alternatives to meet their needs. Delineates responsibilities and decision-making authority of administrative staff. Responsible for the planning and development of all academic programs at the College. Responsible for the financial soundness of the College's operations. Works with administrative staff members to direct, manage and supervise personnel responsible for academic and non-academic programs. Renders decisions on faculty contract renewal applications, faculty post-tenure review evaluations, and delegated disciplinary actions. Establishes internal campus communication processes to handle transmittal of information. Articulates mission of the College to serve the campus and community at large. Responsible for institutional fundraising, marketing and community relations. **MINIMUM QUALIFICATIONS:** Master's degree or equivalent. Administrative experience in a college at the deanship level or equivalent, or experience at the community college professorial (C5) level, or demonstrated comparable mid-management administrative experience in an educational agency, industry or government. Possession of management skills. Ability to relate to and skill in meeting people. Demonstrated leadership. **DESIRABLE QUALIFICATIONS:** (1) Doctorate degree. (2) College level teaching experience. (3) Familiarity with student service programs, program development, and administration. (4) Demonstrated understanding of contemporary problems and issues in community college education. (5) Familiarity with academic, vocational, and international programs, program development, and administration. (6) Familiarity with continuing education and training, and workforce development programs. (7) Ability to relate effectively with the various internal and external constituencies of a college and to build systematic and collaborative working relationships with all the constituencies. (8) Knowledge of fiscal operations and budget development. (9) Demonstrated understanding of issues related to Native Hawaiian, local, and global communities including Hawai'i's unique economic, political, business, and cultural environment. (10) Knowledge of, skills in, and experience with educational marketing, institutional grants and fundraising, and public relations. (11) Demonstrated ability to work with student, staff, and faculty governance.

To Apply: Submit to the Human Resources Office, Kapi'olani Community College, 4303 Diamond Head Road, Honolulu, Hawai'i 96816: (1) Faculty or Executive/Managerial (CC Personnel 27A) application form (<http://www.hawaii.edu/ohr/bor/forms/uh27.pdf>); (2) graduate and undergraduate transcript(s) showing degree and course work to date verifying the minimum and desirable educational qualifications (On-line transcripts or academic record/grade summaries will NOT be accepted. Diplomas or copies will NOT be accepted. Copies of official transcripts are acceptable; however, original official transcripts will be required at the time of hire.); (3) a brief statement (not to exceed two pages) outlining how you meet the minimum and desirable qualifications and your leadership philosophy; (4) three letters of recommendation attesting to your job performance and personal character; and (5) a resume. Material submitted becomes the property of the College and will not be returned. Failure to submit all required documents shall deem the application incomplete and the application will not be considered. If selected for the position, the appointment is contingent upon verification of all minimum qualifications and any additional qualifications used to justify salary placement, including official transcripts, licenses, certificates, and work experience documentation.

Continuous Recruitment: Review of applications will begin **March 27, 2007 (Tuesday)** and will continue until the position is filled.

Inquiries: Kauka de Silva, Chancellor's Search Coordinator, (808) 734-9282, email des@hawaii.edu

The University of Hawai'i is an equal opportunity/affirmative action institution. All qualified applicants will be considered, regardless of race, sex, age, religion, color, national origin, ancestry, disability, marital status, sexual orientation, or status as disabled veteran or veteran of Vietnam era.

Employment is contingent on satisfying employment eligibility verification requirements of the Immigration Reform and Control Act of 1986. Appointments to positions are subject to campus recruitment guidelines and the collective bargaining agreement.