



## Vacancy – President

The Board of Governors of the Anguilla Community College (ACC) is pleased to invite applications from suitably qualified persons to fill the post of **President**. The appointment to the presidency is expected to take effect from **1<sup>st</sup> October 2024**.

The job carries the responsibility of leading, planning and developing the Anguilla Community College (ACC) through inter alia provision of overall academic, financial, and administrative direction in keeping with and pursuant to the Anguilla Community College Act (as amended from time to time), other laws, policies, decisions, and direction of the Board of Governors.

### Key Functions

1. To implement, and as required, lead and guide the process of reviewing, amending and/or supplementing and sustaining the vision, mission, and strategic plan for the ACC. Ensure that the vision and mission are consistently pursued, and the strategic plan vigorously implemented.
2. To oversee the day-to-day administrative operations of the ACC and provide oversight over all personnel matters involving all employees. Supervise and ensure the robust operation of the Academic Divisions, including the preparation and utilization of appropriate curricula in the various Divisions; and supervise and monitor the academic programmes and work performances.
3. To oversee, supervise and monitor the student registry and its operations.
4. To ensure that the financial information management system is properly operated and maintained to meet the financial management needs of the ACC.
5. Ensure compliance with academic, regulatory, and accreditation policies and requirements.
6. Monitor developments in technology and maintain technological systems to support the administration, teaching, learning, research, student support, and record keeping.
7. Prepare and disseminate reports; articulate college policies and procedures to members of the ACC.
8. Ensure that ACC policies and practices are consistent with best practices and statutory regulations; maintains regular liaison with other college administrators; seek to strengthen Quality Assurance and Accreditation Mechanism with other Tertiary Institutions in enhancing our thrust for higher education.
9. Serve as the primary representative of the institution in public activities; promote good working relationships with the Business Community, Board of Governors, Governmental and Educational Agencies.

10. Demonstrate sound experience in mobilizing resources for a college utilizing a variety of methods including grant-writing and demonstrating significant experience in accessing external funding for the development of educational activities.
11. Serve as the primary representative of the institution in public activities; promotes good working relationships with Business Community, Board of Governors, Governmental and educational agencies.
12. Be a creative, solution-oriented thinker and practitioner who can generate innovative solutions to vexing and difficult problems.
13. Believe in and be prepared to act to ensure personal and institutional accountability based on data, evaluation and assessment.

### **Personal and Professional Requirements**

The President should be a strong leader, with an established record and skill as a manager, organizer and educator. The President should be experienced and competent in the management of the operations of a department or major academic division or group of divisions of a degree and associate degree granting tertiary education institution. Must have a record of teaching, research, publications, and practice in higher education administration. The office holder should be highly motivated and hard working; trained and skilled in educational planning and management, curriculum development, and teaching methods; innovative and entrepreneurial. The incumbent, also, should be highly competent in written and oral communication; possess a good grasp and understanding of finance and budgeting for a tertiary education institution, and appreciate the applicability of online, computerized information systems and software to college operations. Knowledge and skills in advertising, sales and marketing and in customer service would be an asset.

The President should possess, at a minimum, a Master's degree from an accredited institution, together with at least ten years experience working in a tertiary education institution, of which at least five are as a college lecturer and five as a middle level educational administrator serving as Head of a Department, Dean, or Vice President for Academic Affairs, or alternatively, a doctoral degree, together with at least seven years experience working in a tertiary education institution of which at least five should be as a Senior Lecturer or Professor. *He/she should have documented evidence of publication in scholarly peer reviewed publications of research papers they have written, of projects they have sponsored and have been successful in obtaining grant funding, and of their contributions in areas including accreditation of tertiary institutions, educational policy development and college administration nationally, regionally, and globally.*

The complete job description is available at <https://acc.edu.ai/>

The post carries an attractive compensation package.

## Applications

All applications should be sent to:-

The Chairperson Board of Governors  
Anguilla Community College  
The Valley  
AI-2640  
Anguilla  
Telephone: (264) 498-8395/497-2538  
Email: [chairperson@acc.edu.ai](mailto:chairperson@acc.edu.ai)

Office Hours: 8:30 a.m. to 4:30 p.m. Monday to Friday

Applications should be received by 2<sup>nd</sup> August 2024.

The application should include:-

1. A letter of interest specifically addressing the applicant's background in relationship to qualifications described (not more than three pages).
2. A current résumé (or curriculum vitae).
3. Certified educational qualifications.
4. The names of **three** professional references with each reference's position, office or home address, e-mail address, and telephone numbers.

Information about the College is available at <https://acc.edu.ai/>