

# Pierpont Community & Technical College

## Job Description

**JOB TITLE:** Provost and Vice President of Academic Affairs

**AGENCY:** Pierpont Community and Technical College

**WORK LOCATION:** Pierpont Advanced Technology Center, 500 Galliher Drive Fairmont, West Virginia 26554

**REPORTS TO:** President

**FLSA Status:** Exempt

**Employee Category:** Nonclassified

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### ***GENERAL JOB SUMMARY:***

The Provost and Vice President of Academic Affairs is a strategic, student-centered leader. The Provost serves as Pierpont's Chief Academic Officer, responsible for shaping academic vision, supporting educational excellence, and aligning instructional programs with the institutional mission and state priorities. Reporting to the President, the Provost provides executive leadership for all educational programming and instruction, curriculum development, academic support services, faculty development, and student engagement efforts that strengthen retention and completion. The Provost provides the coherence, quality, and continuous improvement of the College's academic enterprise. The Provost will bring clarity, accountability, and a strong commitment to workforce alignment, transfer pathways, and student success.

### ***ESSENTIAL DUTIES AND RESPONSIBILITIES:***

- Provide executive leadership for all academic programs, including transfer, career education, and workforce training
- Lead academic planning, program development, review, and discontinuation using data and labor market demand
- Provide instructional quality and student learning outcomes through assessment, evaluation, and continuous improvement
- Oversee faculty recruitment, development, evaluation, and engagement
- Supervise academic deans and directors and support strong academic leadership across divisions
- Provide compliance with regional and programmatic accreditation standards and lead accreditation efforts
- Collaborate with Student Services colleagues to strengthen enrollment, retention, persistence, and completion strategies
- Advance dual enrollment, early college, and K12 partnerships to build strong student pipelines
- Expand partnerships with employers to co-design curriculum and embed work-based learning
- Support innovation in delivery models, including online, hybrid, and accelerated formats
- Lead development and implementation of academic policies and shared governance processes
- Use data to guide decision making related to enrollment, student success, and program performance
- Manage academic budgets and allocate resources aligned with institutional priorities and state funding models
- Represent the college in local, state, and national academic and workforce initiatives
- Build trust with faculty, staff, and partners through clear communication and follow through
- Advance a culture of collaboration, shared governance, and continuous improvement
- Aligning academic strategy with workforce needs and community priorities
- Essential Job Duties are intended to be examples of duties and are not intended to be all inclusive. There may be other duties as assigned.

### ***MINIMUM QUALIFICATIONS:***

- Understanding of the community college mission and ability to translate strategy into action.
- Demonstrated experience in budget administration and resource management
- Proven ability to lead collaborative teams and manage complex organizational initiatives
- Demonstrated effectiveness as an advocate for academic programs, faculty, and students

- Experience in curriculum and program development and evaluation of instructional quality and outcomes
- Knowledge of adult learning theory and student-centered instructional practices
- Knowledge of accreditation standards, preferably HLC, and continuous improvement processes
- Familiarity with state systems, policies, and funding models, including WVCTCS preferred
- Strong problem solving, decision making, and organizational skills
- Excellent oral, written, and interpersonal communication skills
- Successful completion of a criminal background check
- Ability to lead with transparency, consistency, and accountability
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### ***EDUCATION AND EXPERIENCE***

- A master’s degree from a regionally accredited institution and a minimum of five years of progressive administrative experience in a community college, including leadership at the Dean level or higher. A minimum of five years of teaching experience at the college level.
- A doctorate from an accredited institution, experience as a chief academic officer or senior academic leader, and experience with workforce development, grants, and externally funded initiatives are preferred

### ***PHYSICAL REQUIREMENTS:***

- Ability to work in a standard office environment and utilize typical office equipment, including computers, telephones, and video conferencing technology for extended periods. Capacity to remain stationary (sitting or standing) for prolonged periods during meetings, presentations, and events.
- Ability to move about campus and between facilities as needed to attend meetings, events, and academic functions. Occasional travel may be required, including the ability to operate a motor vehicle or utilize public or private transportation.
- Ability to lift and carry light materials (typically up to 10–15 pounds), such as documents, laptops, or presentation materials. Visual and auditory acuity sufficient to review documents, engage in meetings, and interact with others in various settings.

### ***EQUAL OPPORTUNITY EMPLOYER***

The West Virginia Higher Education Policy Commission and the Community and Technical College System of West Virginia are equal opportunity employers. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, or protected veteran status and will not be discriminated against on the basis of disability. The Commission and Council provide a collegial and respectful environment that values the contributions of all staff.

### ***DISCLAIMER:***

This description does not state or imply that the duties listed are the only duties to be performed by the position incumbent. Employees are required to follow job-related instructions and perform other job-related activities assigned by their supervisor. Most requirements are subject to possible modification in order to provide reasonable accommodation for individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, students, other employees, or the general public.

## **Application Process**

Applicants must submit the following materials for full consideration:

- A cover letter that addresses their interest in the position and speaks directly to the leadership qualities described in this profile, incorporating specific examples of actions, accomplishments, and results achieved in previous roles
- A current curriculum vitae
- Contact information for five professional references
- Unofficial transcripts for all earned degrees (official transcripts required upon hire)

All required documents must be emailed to [president@pierpont.edu](mailto:president@pierpont.edu).

For best consideration, applications should be received by **May 15, 2026**.