



# FLORIDA GATEWAY COLLEGE



**VICE PRESIDENT OF  
ACADEMIC AFFAIRS**





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Florida Gateway College traces its growth from 1947 when the Columbia Forestry School opened on a former World War II naval air station. In 1949, it became the State Forest Ranger School of the University of Florida and remained so for more than a decade. In 1961, the State of Florida created Lake City Junior College and Forest Ranger School, and the College became one of 28 two-year institutions envisioned in the state's master plan. The College then became Lake City Community College in 1970, emphasizing the importance to support the region the college serves. In 2010, the College became eligible to offer baccalaureate degrees and was renamed to Florida Gateway College. Today, FGC is a collegiate institution offering a wide array of options from a Commercial Drivers License Certificate to a Bachelors Degree in Nursing.

Florida Gateway College's district includes Baker, Columbia, Dixie, Gilchrist, and Union counties. The College's main campus is located in Columbia County, Florida, which has a population of about 70,000 residents. Our location provides easy access to larger cities including Jacksonville (60 miles), Tallahassee (100 miles) and Gainesville (45 miles). The region around the College is commonly referred to as "Florida's Crown" or the "Gateway to Florida."

Our beautiful main campus is set on 132 acres of picturesque pines consisting of over 30 buildings, including a state-of-the-art STEM building built in 2022 and a new Nursing Simulation building set to begin construction later this year.



# ACADEMICS

Academic Affairs consists of about 80 full time faculty, who teach over 70% of classes offered.

Annually, FGC serves approximately 5,000 students and offers baccalaureate and associate degree programs, as well as diverse occupational programs designed to strengthen the district's workforce.

## Some of our Degrees & Certificates

### Baccalaureate:

- Early Childhood Education
- Elementary Education
- Nursing
- Water Resources Management
- Business Administration \*Anticipated Fall 2024

### Associate:

- Associate in Arts
- Agribusiness Management
- Cybersecurity
- Physical Therapist Assistant
- Registered Nursing
- Fire Science \*Anticipated Fall 2024

### Certificates:

- Water Quality Technician
- Video Production
- Automotive Technology
- Correctional Basic Recruit
- Paramedic
- Cosmetology





# WHAT SETS US APART

- Florida Gateway College just celebrated a historic milestone with its 75th Anniversary.
- FGC was honored to make the Aspen Institute's list of the Top 150 community colleges in the country for the second time.
- FGC has been voted "best place to work" 7 years in a row.
- Over the last five years, FGC has added 20% more full time faculty members.
- For almost 4 decades, specifically 35 out of the last 37 years, Florida Gateway College has been able to provide all full-time employees with annual salary increases.
- Florida Gateway College is one of the few Florida Colleges that pays 100% of health insurance for its employees.



# STUDENT SUCCESS



Florida Gateway College is pleased to report outstanding success of its students and graduates.

- ✓ 90% positive placement rate for A.S. graduates
- ✓ 96.5% pass rate for RN graduates taking the NCLEX exam - this surpasses both Florida & National averages
- ✓ 100% pass rate in Corrections, Law Enforcement, Paramedics, and CDL students on their industry exams
- ✓ FGC has 12 articulation agreements in place with Colleges and Universities across the country



# OPPORTUNITY

The Vice President of Academic Affairs is an executive, administrative position reporting to the President of the College. This position provides leadership and administration for all areas of academic affairs. The Vice President of Academic Affairs is responsible for cultivating and mentoring a dynamic faculty that is student centered. This position has a significant role in the preparation and administration of budgets; and must perform duties which include exercising independent judgement in formulating or assisting in the formulation of policies and procedures which may have significant impact in student outcomes, personnel administration and employee relations. Duties may include the coordination of all State and Federal reports, and serving as a liaison between the college and community.

## KEY RESPONSIBILITIES

- Responsible for planning, development, maintenance, and operation of College curriculum and non-credit programs.
- Oversees the Department of eLearning.
- Communicates directly with the College President regarding pertinent matters.
- Coordinates required reports to Board of Trustees, State and Federal agencies, and professional associates.
- Provides collaborative leadership and shares relevant division matters with the College's executive leadership team.
- Acts as a liaison between College, community, and State Department of Education.

# BENEFITS

Florida Gateway is pleased to offer a variety of benefits to its employees:

- Health, Dental, Vision & Life Insurance- The College pays 100% of the cost for employees; Dependent coverage is available
- Florida Retirement System- Senior Management Service Class Position
- Additional Employer Paid Retirement
- Sick (8 hours monthly) & Annual (20 hours monthly) Leave Accrual
- Tuition Reimbursement Programs for employees
- Dependent Fee Waivers for classes taken at FGC
- EAP
- 25+ paid holidays, including spring break and winter break
- Free After-School Child Care

## REQUIRED QUALIFICATIONS

Master's degree in an academic discipline or equivalent degree (Doctorate degree preferred) and full-time college-level teaching experience. Plus, increasingly responsible academic and/or student development administrative experience within the last five years at the Dean level or above.

*Knowledge of overall community college concept. Knowledge of academic, vocational, and community service functions of the college. Knowledge of accounting and budgeting principles. Knowledge of management principles and practices. Knowledge of applicable State and Federal regulations. Knowledge of personnel administration principles and practices. Must be proficient with computers. Excellent in verbal and written communication. Ability to handle stressful situations effectively. Ability to understand physical, academic, and administrative needs of the College. Ability to establish appropriate priorities and goals. Ability to reach timely decisions.*





# APPLY

To be considered for this position, please complete the required online application at <https://www.schooljobs.com/careers/fgcedu>

Please submit the following documents, along with completing the required online application:

- Letter of Interest
- Resume
- Transcripts (unofficial copies are acceptable with the application but official transcripts will be required prior to employment)
- Names and contact information for three professional references

Review of applications will commence on March 1, 2024 and continue until the position is filled.

Please contact Human Resources at 386-754-4314 or [humanr@fgc.edu](mailto:humanr@fgc.edu) with any questions or concerns.

Florida Gateway College does not discriminate in education or employment related decisions on the basis of race, color, ethnicity, national origin, gender, religion, disability, age, marital status, genetic information, sexual orientation, pregnancy, or any other legally protected status in accordance with the law. The equity officer is Cassie Buckles, Executive Director of Human Resources, Building 001, Room 116, 149 SE College Place, Lake City, FL 32025, and may be reached at [cassandra.buckles@fgc.edu](mailto:cassandra.buckles@fgc.edu) or (386) 754-4313.