



September 2018

Odgers Berndtson | Position Brief
American International College
Vice President, Academic Affairs



Content

| | |
|------------------------|---|
| Opportunity Overview | 3 |
| The Institution | 4 |
| Position | 5 |
| About Odgers Berndtson | 8 |

CONTACT INFORMATION

Margaret Plympton | Partner
Higher Education Practice
+1 617 932 7783
margaret.plympton@odgersberndtson.com

Derek Wilkinson | Partner
Head, International Development Practice
+1 202-536-5168
derek.wilkinson@odgersberndtson.com

Odgers Berndtson US
175 Federal Street
Suite 1230
Boston, MA 02110

1100 Connecticut Ave,
NW
Suite 1050
Washington, DC 20036

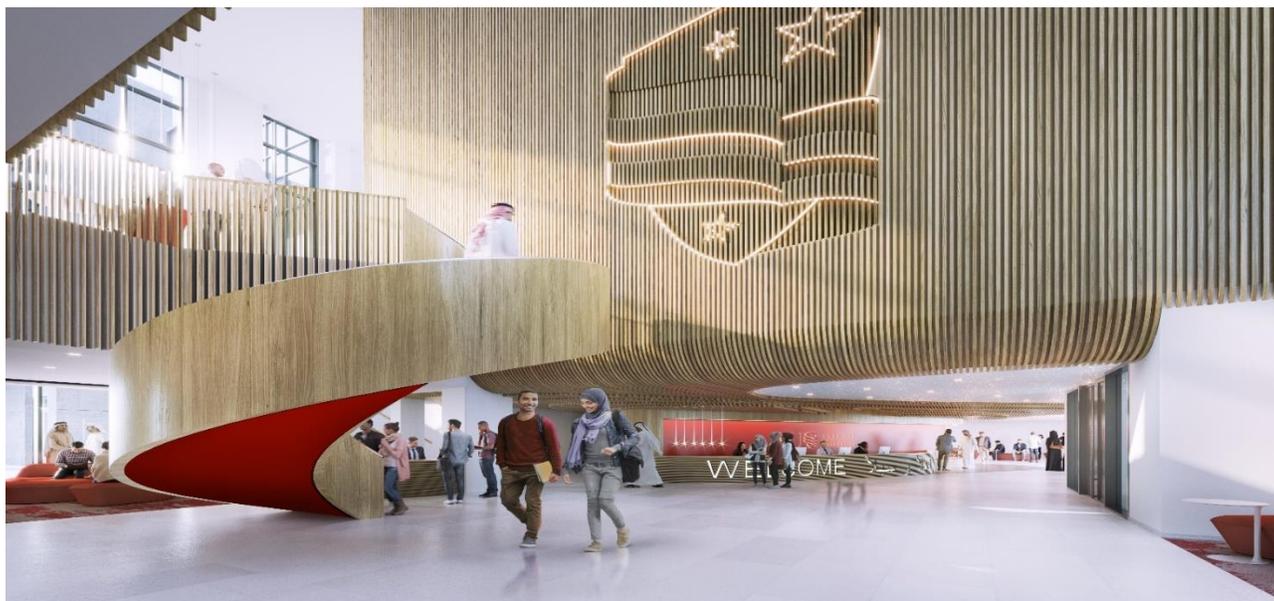
www.odgersberndtson.com



Opportunity Overview

American International College (AIC), a privately funded college located in Kuwait, is seeking members of the founding leadership team to shape this new institution in the US Higher Education style, with a particular commitment to educating the next generation of Kuwaiti leaders. The Vice President for Academic Affairs serves as the chief academic officer of the college, providing leadership for the overall planning, implementation and evaluation of academic programs and services within the context of the institutional mission. Institutional partner relationships will also be an important piece of the VPAA's portfolio of responsibilities, as well as supervision for successful transfer and implementation of all programs.

The VPAA is one of the first leadership positions to be filled for AIC, so that the academic program priorities can be shaped and articulated from the start of the institution's existence. Key members of the VPAA's team, such as the AVP for Academic Affairs, the Director of Testing, and the Director of the Academy (college readiness program for English and Math) will also be hired in the near future. For this role, AIC seeks an innovative and creative academic leader, who is excited by the opportunity to be part of this founding team, bringing their years of experience with US higher education into this international setting.



The College

About AIC

Officially being incorporated in 2019, American International College (AIC) is a privately owned, coeducational college located in Kuwait. American International College educates and serves the people of Kuwait. AIC's mission is to provide high-quality, relevant, and varied educational programs and opportunities for the intellectual, cultural, and personal growth of all members of its community. To achieve this mission AIC provides an educational experience and curriculum that is based on the American model of higher education. Diverse academic offerings, general education requirements as part of all majors, open inquiry and rigorous academic expectations assure academic excellence, and allow students to reach their full potential as ethical and responsible learners and leaders. The College values its role as an educational leader that promotes individual development and improves the overall quality of life in a diverse community.

AIC is owned by the Ali Al-Alghanim LLC Group (Owners Group). A member of the Owners Group serves as the Chair of the Board of Trustees. The creation of AIC builds on the success of the American Baccalaureate School, a K-12 school started by the Owners Group in 2006, also in Kuwait. In the early years of the college's operation the owners will take an active oversight role in the day-to-day management of the college through the supervisory role of the Board Chair, which will include setting the overall institutional budget. The President and senior administration will be responsible for the implementation of the operating budget and the general management of the college.



Position

The Vice President for Academic Affairs will serve as a member of the President's executive staff, providing leadership for all curricular and faculty issues, and represent the President's Office when necessary. He/she will lead all faculty and curricular development functions of the College, and will work closely with the President, and the Vice President for Enrollment and Student Life to ensure an effective academic program for students who will enroll in the fall of 2019. The Vice President has primary responsibility for all aspects of the academic and curricular activities of the college, including but not limited to the hiring, mentoring and retention of faculty, the selection of department chairs, the creation of a regular review process for academic programs, and the ongoing evaluation of the academic experience for students. The college will offer a broad-based academic program, to include general education, engineering and business.

The VPAA will work closely with AIC's institutional partner institutions in order to ensure successful transfer and implementation of all programs, and to maintain and enhance these important relationships. These partnerships will strengthen the academic offerings available and ensure an ongoing relationship with American higher educational institutions. He/she will serve as the chief faculty officer and advocate, which will include faculty recruitment, development and evaluation; faculty encouragement and support, and the creation of policies and procedures associated with faculty and governance. He/she will provide leadership to Department Chairs, Directors and staff, evaluate their performance, make recommendations to the President on chair assignments and organizational structural changes, as appropriate.

An important working relationship will be with the Vice President for Enrollment and Student Life. They will work together to create academic co-curricular opportunities for students that will enhance the learning experience, and support student leaning both within and beyond the classroom. Enrollment management efforts, including student outreach, retention and persistence efforts will be led by the VPESL, but with strong coordination with the VPAA. In addition, course scheduling planning will be led by the VPAA, VPESL and Registrar to maximize efficiencies, use classroom facilities throughout the day, and provide needed course options for students' timely completion of graduation requirements.

The Vice President will oversee all aspects of the management of the Academic Affairs division, including managing the divisional budget and overseeing the preparation of materials for the college catalogue, faculty handbook and divisional website; ensuring the integrity of and security for all grades and exams/test; ensuring policy and procedure manuals are created and maintained for all divisional programs and services; provide leadership for internal and external program reviews, accreditation and other assessment



activities, and prepare all academic reports for internal and external constituencies.

The VP will provide leadership for the academic affairs staff, which will include the College Library, Information Technology services, Registrar, Associate VP for Academic Affairs, Directors of The Academy@AIC (college readiness program for English and Math), and Testing; academic tutoring and skills building services; and Department Chairs for Business, Engineering and General Education.

Success measures for the VPAA in the first 3-5 years

As the College is getting started, all members of the leadership team will be part of solving immediate needs, and developing the institution's position and approach for the future. As such, the VPAA will be part of creating new programs and relationships, but also of maintaining and enhancing existing partnerships, thus ensuring that the programs are up and running for the arrival of students in the fall of 2019.

The VPAA will lead the hiring of faculty for the delivery of academic programs, which will require both the articulation of priority academic areas for the institution's opening years, and the effective recruitment and retention of faculty with enthusiasm and an entrepreneurial spirit.

The VPAA will be responsible for creating the initial environment for the administration of the college's academic programs, which will include working effectively with the VP for Enrollment and Student Life to ensure that academic programs and student recruitment are seamlessly integrated, and that the initial program delivery meets the high standards required to ensure the success of the College, over time.

Qualifications:

The successful candidate must be an academic leader with an entrepreneurial approach to the College experience, and an enthusiasm for creating a new institution to bring high quality US style college experience to other countries. While the College is in start-up mode, the most qualified candidates will be interested in working across a wide variety of areas of responsibility, and will not hesitate to "get their hands dirty".

The successful candidate will have many of the following experiences, capabilities and personal attributes:

1. Advanced degree required (Master's, Ed. D., Ph.D., or equivalent); Ph.D. preferred
2. Background in instruction with at least three years of college teaching experience, including curriculum development experience;
3. Five years of progressively responsible college administrative experience in planning, management and supervision of curriculum and instruction; demonstrated knowledge of all areas of academic affairs in a US college setting



4. Ability to communicate ideas and information clearly and effectively at all levels within the College in English; must possess effective presentation skills
5. Knowledge of and experience in preparing for institutional and program accreditation, and in the updating and evaluation of academic programs
6. Ability to lead, inspire, supervise and evaluate faculty and academic staff in meeting institution and division goals and objectives, and to work effectively with a diverse group of professionals, students and parents, community members and constituencies
7. Demonstrated ability to plan, prioritize, and problem-solve broad strategic initiatives, handling multiple complex projects at once, and to maintain confidentiality of work-related information and materials
8. Experience in (or knowledge of) the application and implementation of technology in Academic Affairs, including innovative delivery systems for enhanced teaching and learning and student information systems
9. Experience in the development, management and oversight of divisional budgets and in course scheduling
10. Experience with research, use of data and in the use of social media in Academic Affairs
11. Willingness to work nights and weekends as required



About Odgers Berndtson



Odgers Berndtson Executive Search is a leading global executive search firm, assisting public and private sector organizations in finding the highest caliber people for senior management positions across North America and globally. Our reputation at the top of the executive search profession is over 50 years old. With offices in over 50 cities worldwide, our experienced executive search specialists operate with absolute discretion, integrity and care, and are expert in finding exceptional individuals for challenging roles. We have the support of an excellent international network of offices on the ground expanding across more than 30 countries globally.

CONTACT INFORMATION:

Margaret (Peggy) Plympton | Partner
Higher Education Practice
+1 617 932 7783

margaret.plympton@odgersberndtson.com

Derek Wilkinson | Partner
Head, International Development Practice
+1 202-536-5168

derek.wilkinson@odgersberndtson.com

