



**DIRECTOR OF BC3 @ CRANBERRY
POSITION ANNOUNCEMENT**

Butler County Community College (BC3) is currently accepting applications for the position of Director of BC3 @ Cranberry. This is a regular full-time position that will begin immediately. Hours vary based on need. Evenings required and Saturdays as needed.

BC3 is nestled in the rolling hills of Western Pennsylvania and only 45 minutes from the cultural life of Pittsburgh. BC3 is a vibrant comprehensive community college serving eight (8) counties with six (6) locations and nearly 4,000 credit students. Built on the former Oak Hills Golf Course and a farm, BC3 has a beautiful main campus on 329 wooded acres with a central Oak Grove. BC3 employs approximately 1,250 full- and part-time employees. BC3 has 55 career and transfer programs, with unique programs such as Metrology, Massage Therapy, Robotics, Electronics, Nanofabrication Technology, Park and Recreation Management, and Criminology. BC3 offers over 100 courses in online and distance education. In addition to degree programs, BC3 has a public safety training facility at its main campus that serves 15,000 students annually for business training, industrial safety training, and public safety – fire, EMS, Hazmat, and police training. The impact of BC3 as an economic engine bolsters the regional economy and continues to contribute substantially to the regional workforce. With a focus on student success, faculty, and staff describe BC3 as a special place with a caring and collegial atmosphere that is unusual in today's higher education landscape. BC3 was named the #1 community college in Pennsylvania by Schools.com. To learn more about BC3, please visit www.bc3.edu.

Reporting to the Vice President of Continuing Education and Off-Campus Sites, the Director of BC3 @ Cranberry is responsible for overseeing Butler County Community College's programing and facilities at the BC3 @ Cranberry site. BC3 @ Cranberry is considered an "additional location" of Butler County Community College by the Middle States Commission on Higher Education, and offers multiple complete associate degree programs, co-curricular programming, and non-credit (lifelong learning) courses. The Director creates and proposes credit and non-credit course schedules. The Director participates in Cranberry Township organizations as the college liaison. In collaboration with BC3 @ Cranberry faculty and staff, and in coordination with Main Campus, the Director will promote student success, curricular and co-curricular learning and community development. The Director and site staff will work with the academic deans with scheduling and staffing as well as assist the Admissions Office in local recruitment. The Director is responsible for managing a budget and supervision of clerical and professional staff. The Director also serves as a liaison with all offices on Main Campus. Bachelor's Degree from an accredited institution required. Master's Degree from an accredited institution in Student Affairs in Higher Education, Higher Education, or related field preferred. Two years experience in Higher Education Administration required. Two years of academic advising, admissions, financial aid, or other student affairs and enrollment management work preferred. Supervisory experience preferred. Teaching experience preferred. Must possess and maintain a valid driver's license.

Review of applications will begin immediately. Interested candidates should complete the [employment application](#), and submit along with a letter of application, current resume, [copy](#) of college/university transcript(s), and names, addresses, and telephone numbers of three professional references. Incomplete application packets and/or any materials regarding this position that is received after the application deadline or closing of the search will not be considered. Any materials submitted will be the property of the College. A separate application must be completed for each position for which you are applying. Electronic and faxed documents are not acceptable. Applicants [currently](#) employed by Butler County Community College must authorize in [writing](#) that all college/university transcript(s) on file in his/her personnel file located in the Human Resources Office may be copied and attached to his/her

application packet by the application deadline. Requests to copy transcripts received after the deadline will be denied. If you have any questions, please contact the Human Resources Office for more information.

Send to: Ms. Linda M. Dodd
Executive Director of Human Resources/
Equal Opportunity Compliance Officer
Butler County Community College
107 College Drive
Butler, PA 16002

Butler County Community College is an equal opportunity, affirmative action employer.