



Vice President of Academic and Student Affairs (VPASA)

Job Announcement

The California Institute of Advanced Management (CIAM) is a WSCUC-accredited, non-profit graduate institution located in Alhambra, California. CIAM delivers a practice-based education inspired by the philosophy of Peter F. Drucker, preparing students to become responsible, globally oriented leaders who are rooted in practice. Our programs emphasize application, integration, and experiential learning across all modalities—including in-person, hybrid (with weekend sessions), and fully asynchronous online courses.

The Office of the President invites applications for a seasoned, collaborative, and visionary academic leader to serve as **Vice President of Academic and Student Affairs (VPASA)**. This is a pivotal role at a transformational moment in CIAM's history. Building on more than a decade of curricular innovation, successful accreditation, and institutional evolution, CIAM is poised for expansion in program offerings, enrollment, faculty development, and instructional innovation. The VPASA will help shape the next era of CIAM's growth, strengthening academic excellence and the student experience while advancing our mission grounded in Management as a Liberal Art (MLA).

The ideal candidate is a strategic partner to the President, a skilled communicator, and an experienced higher-education administrator with deep knowledge of graduate education and accreditation. This leader will maximize the university's strengths, foster a culture of integrity and accountability, and ensure the quality, viability, and relevance of all academic and student support programs.

Job Title:	Vice President of Academic and Student Affairs (VPASA)
Department:	Academic and Student Services
Type/Status:	Full-Time/Exempt
Modality:	On-Campus, includes some weekends

JOB SUMMARY

The Vice President of Academic and Student Affairs provides innovative leadership across all facets of CIAM's academic mission. The VPASA oversees academic programs, student services, curriculum development, faculty leadership, assessment, and accreditation, ensuring that academic and co-curricular operations align with CIAM's mission, strategic priorities, and standards of excellence.

This role collaborates closely with the President and senior leadership to develop and



execute a comprehensive academic and student affairs strategy that supports curricular innovation, strengthens teaching and learning, enhances the student experience, and maintains rigorous compliance with accreditation and regulatory standards.

LEADERSHIP EXPECTATIONS

1. **Strategic Partner:** Serves as a key advisor to the President and senior leadership team; provides creative academic leadership, industry awareness, and strategic insights to advance institutional goals.
2. **Innovative & Transformational Leadership:** Identifies trends in graduate education; develops new programs and certificates; evaluates and refines offerings based on market needs; discontinues programs as appropriate; champions instructional innovation.
3. **Areas of Oversight:** Academic programs, non-degree programs, academic support services, academic outreach, institutional research, assessment, and the CIAM Library.
4. **Direct Supervision:** Faculty and adjunct faculty; Director of Academic and Institutional Research; Registrar; Director of Student Services; Director of Career Services; Librarian; Instructional Designers.
5. **Functional Relationships:** Works collaboratively with the President, leadership team, program directors, administrative leaders, and faculty.
6. **Budget Management:** Oversees Academic Affairs budget, including academic departments, library, and instructional support functions.
7. **Institutional Service:** Chairs or serves on campus committees and is a key member of the leadership team.

ESSENTIAL RESPONSIBILITIES

Provides leadership and oversight of all academic affairs operations, including policy development, curriculum management, online and onsite instruction, assessment, and continuous improvement initiatives.

- Operates as both an academic and administrative leader; collaborates effectively and collegially with all divisions across the institution to advance academic quality and student success.
- Oversees Student Services, ensuring effective student support, retention initiatives, co-curricular programming, and compliance with state and federal guidelines.
- Oversees the Office of the Registrar, including registration, academic records, degree audits, scheduling, FERPA compliance, and operational workflows.
- Oversees the Library and its services, collections, instructional resources, and information literacy support for students and faculty.



- Oversees Career and Alumni Services, ensuring delivery of high-quality career advising, employer engagement, alumni relations, and career-readiness programming.
- Provides support for faculty recruitment, evaluation, development, and promotion; allocates resources to enhance academic quality and ensure excellence in teaching and scholarship.
- Supervises matters related to curriculum and instruction, including program development, course scheduling, outreach offerings, weekend and term courses, and faculty assignments/overloads.
- Provides leadership for the professional development and intellectual growth of faculty and academic staff.
- Serves as key counsel to the President, providing recommendations on academic appointments, promotions, and personnel matters.
- Works with the President and executive team to establish academic short-term objectives, long-range goals, and related plans and policies; leads academic strategic planning initiatives.
- Provides academic insights and direction to institutional enrollment management efforts.
- Coordinates academic program reviews, accreditation processes, and assessment activities; works closely with faculty and the Management as a Liberal Art Institution (MLARI) on curricular innovation and instructional quality.
- Develops, implements, and evaluates distance education delivery, including faculty training, student support, technical integration, and course quality assurance.
- Provides visible, day-to-day onsite leadership grounded in integrity, transparency, and a student-centered approach.
- Supervises and approves adjunct faculty contracts, workload, and librarian hours.
- Presents regular operational updates to the President and the university community.
- Ensures compliance with all applicable laws, regulations, accreditation standards, and institutional policies.
- Works evenings, weekends, and alternative schedules as required to support academic and student operations.
- Serves as the university's academic representative to the Board of Trustees, shareholders, employees, students, government agencies, and the public.
- Performs other duties as assigned by the President.

KNOWLEDGE, SKILLS, AND ABILITIES

- Demonstrates academic leadership, excellent communication and interpersonal skills, and good judgment.



- Experience in working with both institutional and professional accreditation and willingness to take on a leadership role concerning accreditation.
- Ability to formulate and articulate sound policies and demonstrated ability to identify, resolve, and consult on a wide range of administrative and personnel issues with a clear sense of institutional needs and priorities.
- Strong organizational and management skills.
- Strategic planning and thoughtful strategic thinking are a must.
- Anticipates problems and issues and finds solutions.

Please note the essential job responsibilities are not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the individual for this job. Duties may be modified at any time based on institutional need.

MINIMUM QUALIFICATIONS

- Doctorate in a related field (ABD considered).
- Minimum 5 years of higher-education administrative experience.
- Significant leadership experience at the level of Dean or equivalent, including responsibility for curriculum, accreditation, strategic planning, and institutional effectiveness.
- Demonstrated experience overseeing Student Services, the Office of the Registrar, and Career Services, including policies, operations, compliance, and team supervision.
- Strong managerial, organizational, communication, and budgeting skills, with the ability to lead multiple functional areas simultaneously.
- Proven ability to lead teams, build collaborative relationships, and support a mission-driven academic culture.

BENEFIT SUMMARY

Salary will be commensurate with experience and internal equity. Benefits include a comprehensive health and wellness plan, a tuition remission program for employee, spouse, and dependent children, a 401K retirement plan, and a personal time off (PTO) plan. Employment is contingent upon successful completion and clearance of a background check and employment verification.

ANNUAL SAFETY AND SECURITY REPORT

CIAM's Annual Safety and Security Report 2022-2024 report is available to you. This report is required by federal law and contains policy statements and crime statistics for the school. The policy statements address the school's policies, procedures, and programs concerning safety and security, for example, policies for responding to emergencies and



sexual offenses. Three years' worth of statistics are included for certain types of crimes that were reported to have occurred on campus, in or on off-campus buildings or property owned or controlled by the school, and on public property within or immediately adjacent to the campus. **This report is available online.** You may also request a paper copy from the Student Services/ Title IX office.

SALARY RANGE

\$130,000.00 - \$155,000.00 annually

APPLICATION PROCESS

For consideration a complete application packet including the following:

- 1. Letter of Interest**
- 2. Curriculum Vitae**
- 3. References**
 - Provide **five (5) references**, for each reference including their name, title, telephone number, email address and indicate your relationship to each.
 - References should be familiar with your academic and professional background and able to speak about your qualifications.
- 4. Unofficial Transcripts**

TO APPLY:

Send **completed packets** to Human Resources at: humanresources@ciam.edu