



<b>Position Title:</b>	College President	<b>Job Code:</b>	0001-00E
<b>Reports To:</b>	District Board of Trustees	<b>Job Group:</b>	PEC
<b>Department:</b>	The Office of the College President	<b>Salary Grade:</b>	25
<b>Prepared By/Date:</b>	Jennifer C. Brito/2-25-2004	<b>FLSA Status:</b>	Exempt
<b>Approved By/Date:</b>	Dr. Eduardo Padron/8-27-2010		
<b>Revised:</b>	Jennifer C. Brito/8-27-2010		

**Summary:**

Serves as the Chief Executive Officer of the College and acts as the responsible agent for total operations, while providing direction within policies and procedures governed by the Board of Trustees.

**Essential Duties and Responsibilities:**

- Provides educational and institutional direction and leadership to Miami Dade College
- Collaborates with community and business leaders to secure financial support for the College
- Leads and directs the District policies and programs as they relate to students, faculty, and staff
- Oversees the administration of financial matters, physical plant, College personnel and developments in technology
- Plans, develops and implements the College's long- and short-term goals and objectives, organizational structure and staffing complement
- Recommend to the Board of Trustees development of inter- and intra-college educational activities in accordance to the State Department of Education
- Enforces laws, rules of the State Board of Education and rules by the Board of Trustees
- Oversees the selection of personnel for the College, and directs the work of and provides leadership for the improvement of employees
- Develops and recommends the College budget within limits and the College policies and procedures as established by the Board of Trustees
- Oversees the College's operating budget and provides direction for allocation of funds
- Leads and maintains effective working relationships with the faculty, students, and staff
- Establishes and maintains a climate which encourages the development and retention of competent personnel, high level of morale, and achievement of the College's goals
- Advises and consults with the Board of Trustees regarding the status of any major or unusual developments of the College
- Enhances community leadership by developing a well-founded understanding of the needs of the community and ensures that there is a strong working relationship between local business and industry local public and private and the College
- Leads in the development of pride and commitment to enhance the College's mission, vision and image throughout the community
- Oversees and directs the activities of the staff in the Office of the College President
- Performs other related duties as assigned or delegated by the Board of Trustees

**Knowledge, Skills and Abilities:**

- Knowledge of a college educational system and administrative practices and procedures
- Knowledge of college curricula and instructional programs
- Knowledge of the goals, objectives, structure and operations of major college institutions
- Knowledge of campus policies and procedures and technological systems as they apply to

instructional, administrative, and workplace needs

- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community
- Skill in formulating policy and developing and implementing new strategies and procedures
- Leadership skills to cultivate a work environment dedicated to student learning and growth
- Ability to identify and secure alternate funding/revenue sources
- Ability to interact with officials at all levels of government
- Ability to negotiate and manage collective bargaining agreements
- Ability to speak effectively to large groups of employees/staff and community organizations
- Ability to work and lead a multi-ethnic and multi-cultural environment with students, faculty and staff.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover and continue operations at the College.

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Doctorate in Education or related field, a minimum of ten (10) years of senior management experience and a distinguished record of progressively responsible leadership in an institution of higher learning or equivalent

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name