



<b>Position Title:</b>	College Provost	<b>Job Code:</b>	0006-00E
<b>Reports To:</b>	College President	<b>Job Group:</b>	PEC
<b>Department:</b>	The Office of the College President	<b>Salary Grade:</b>	24
<b>Prepared By/Date:</b>	Jennifer C. Brito/4-25-2007	<b>FLSA Status:</b>	Exempt
<b>Approved By/Date:</b>	Dr. Eduardo Padron/8-25-2010		
<b>Revised:</b>	Jennifer C. Brito/8-25-2010		

**Summary:**

Serves as the chief academic, student services, and administrative officer for the College and executive member of the College and management teams.

**Essential Duties and Responsibilities:**

- Manages the day to-day operational relationships of College-wide administrative areas, and assures that each supports the colleges mission
- Provides the academic leadership and operational vision and mission for the College
- Acts in the College President's capacity during his absence from the College
- Oversees the college's educational programs, including academic affairs, accreditation activities, faculty initiatives, institutional effectiveness, workforce development, enrollment management and institutional research, including student and state databases
- Supervises the allocation of resources to support the Colleges vision
- Administers the Colleges Affirmative Action/Equal Opportunity program; and the Internal Audit operation
- Directs the overall activities of District administrative areas/divisions to assure that each support the College's mission
- Participates in budget planning, development, and implementation with responsibility for monitoring assigned budget college-wide
- Serves as an integral member of the College's labor management negotiation team
- Serves as the College's representative to the State for all academic and student matters
- Oversees the development, implementation, maintenance and evaluation of academic, student services and operational Policies and Procedures
- Works with campus presidents and other staff to assure college-wide institutional needs are met
- Coordinates and compiles data required for accreditation and program review; monitors compliance with state accreditation and standards of program review
- Promotes an environment supportive of the College mission and vision, student-centered services and teaching excellence
- Performs related duties as assigned

**Knowledge, Skills and Abilities:**

- Knowledge of college educational philosophy and top management administrative practices and procedures; college curricula and instructional programs
- Knowledge of the goals, objectives, structure and operations of major college institutions;
- Knowledge of college policies and procedures
- Knowledge of technological systems as they apply to instructional, administrative, and workplace needs
- Strong interpersonal and communication skills to work effectively with a wide range of constituencies in a diverse community

- Strategic planning skills to effect change in a multi-cultural environment
- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures
- Skill in employee development and performance management
- Strong leadership skills that promote dedication, creativity, innovation and growth
- Ability to develop and interpret financial data/plans and manage resources
- Ability to think, reason, and make sound judgments to decide how duties and responsibilities are completed in compliance with college standards and guidelines
- Ability to negotiate and manage collective bargaining agreements
- Ability to speak effectively before employees, faculty, staff and community groups
- Ability to work and lead effectively in a multi-ethnic/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 degree in Education or related field and a minimum of ten (10) years of senior level management experience in an institution of higher learning or equivalent and demonstrated leadership and creative accomplishments in the area of academic and student service programs.

**ACKNOWLEDGEMENT**

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

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Signature

\_\_\_\_\_  
Date

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