



Position Title:	Campus President	Job Code:	0007-00E
Reports To:	College President	Job Group:	PEC
Department:	The Office of the College President	Salary Grade:	23
Prepared By/Date:	Jennifer C. Brito/2-25-2004	FLSA Status:	Exempt
Approved By/Date:	Dr. Eduardo Padron/8-25-2010		
Revised:	Jennifer C. Brito/8-25-2010		

Summary:

Oversees the entire student, faculty, and staff operations of a campus and serves as an executive member of the College leadership team and head of Campus management team.

Essential Duties and Responsibilities:

- Oversees all academic/administrative functions on a college campus
- Directs the operational activities governing students, faculty and staff
- Directs fiscal and physical planning activities such as development of budget and building expansion programs
- Consults and negotiates with administrative officials and representatives of business, community, and civic groups to promote educational, research, and public service objectives and policies of the institution as formulated by Board of Trustees
- Establishes operational procedures, rules, and standards relating to faculty, staff and students
- Maintains and develops high-quality educational programs and support programs
- Serves as the chief campus spokesperson on policy matters
- Provides leadership in long-range institutional and statewide strategic planning, campus resource development, and fundraising
- Serves as a member of the College's labor management negotiation team
- Directs the development and administration of the campus budget
- Directs the implementation of faculty union contracts
- Leads in the development of a direction and process to assure and promote student success
- Maintains a comprehensive program of equal opportunity/affirmative action
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of college curricula development and instructional programs
- Knowledge of the goals, objectives, structure and operations of major college areas or units
- General knowledge of policies and procedures for a multi-campus system
- Knowledge of technological systems as they apply to instructional, administrative, students 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 examining and re-engineering operations and procedures, formulating policy and developing new strategies and procedures
- Skill in employee development and performance management
- Strong leadership skills that promote dedication, integrity, creativity, innovation and growth and accountability
- Ability to identify and secure alternative funding/revenue sources
- Ability to communicate and interact with officials at all levels of government

- Ability to develop and interpret financial data/plans and manage resources
- Ability and commitment to build consensus and work with diverse constituencies within the College and surrounding community to improve quality in support of the College's mission
- Ability to clearly understand the value and support a multi-ethnic/multi-cultural environment with students, faculty and staff
- Ability to negotiate and manage collective bargaining agreements
- Ability to speak effectively to employees, staff and community groups
- Ability and commitment to work with a diverse team in the development and administration of college matters

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 and ten (10) years of senior level administrative and managerial experience required

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name