



<b>Position Title:</b>	Provost, NWSA	<b>Job Code:</b>	0008-00E
<b>Reports To:</b>	College President	<b>Job Group:</b>	PEC
<b>Department:</b>	Office of the College President	<b>Salary Grade:</b>	22
<b>Prepared By/Date:</b>	Jennifer C. Brito/11-2008	<b>FLSA Status:</b>	Exempt
<b>Approved By/Date:</b>	Jeffrey Hodgson/08-27-2010		
<b>Revised:</b>	Martha Arrieta/08-27-2010		

**Summary:**

Serves as the chief administrative/academic officer for the New World School of the Arts (NWSA) and executive member of the College and Campus management teams.

**Essential Duties and Responsibilities:**

- Initiates contacts, coordinates and implements foundation and fund-raising activities with the New World Foundation and various institutional foundations
- Establishes a wide range of relationships with community and art leaders as well as private and public community organizations, groups and foundations to build the support necessary for the school's long-term financial stability and success
- Oversees public relations strategies to build awareness of the school's excellence, the success of its students, and the high quality of its performance and exhibits
- Represents New World in the community and the state and with partner institutions, in nurturing public arts education in an urban, multi-cultural environment
- Manages, articulates, develops and evaluates fiscal and physical resources
- Coordinates and communicates strategic direction and achievements with partner institutions and the Executive Board
- Establishes legislative priorities for continued state funding in coordination with the efforts of partner institutions
- Provides leadership for new initiatives and directions that ensure quality programs, and generate financial resources
- Responsible for the overall daily administration and artistic direction of the college and high school programs in dance, music, theater, visual arts and for other college-level instruction at the NWSA
- Provides leadership, in collaboration with the high school administrators, to ensure the effectiveness and accountability for NWSA both in serving students and achieving the vision, mission and goals
- Serves as the curriculum leader, to ensure quality instructional programs and environments
- Develops and communicates the long-range strategic plan for the continued growth and development of NWSA
- Supervises the allocation of resources to support the College's vision; and administers the College's Affirmative Action/Equal Opportunity program; and the Internal Audit operation
- Works with campus presidents and other staff to assure college-wide institutional needs are met
- Promotes an environment supportive of the College vision and mission, student-centered services and teaching excellence
- Performs other 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
  - Employee development and performance management skills
  - Strong leadership skills that promote dedication, creativity, innovation and growth
  - Skill in employee development and performance management
  - 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 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 lead, speak and work 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.

- A post graduate degree from an accredited institution of higher learning and a minimum of five (5) years senior management and leadership experience, preferably in the higher education fine arts area or in a major cultural institution possess experience in the arts, culture, or fund-raising and possess demonstrated success in fund-raising activities.
- Must possess strong ties with various arts support groups and community organizations.

**ACKNOWLEDGEMENT**

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

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Signature

\_\_\_\_\_  
Date

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