



Classification Description

<u>Job Title:</u>	Campus President	<u>Pay Grade:</u>	Executive
<u>Division:</u>	Office of the President		Schedule
<u>Reports To:</u>	District President	<u>FLSA Status:</u>	Exempt
		<u>Job Code:</u>	1133

Job Purpose

Serves as the chief executive officer of the assigned campus and has responsibility for its operation within the policies and procedures of the Edison State College Board of Trustees. The Campus President has authority and accountability to administer and manage his/her respective campus and participate in policy and operational decisions affecting the district. Works collaboratively with all members of the President's Cabinet.

General Responsibilities

Essential Functions

Directs the implementation of College policies and programs in the operational and educational activities of the campus and abides by the College's strategic plan.

Provides leadership in all campus academic and student affairs, including enrollment management initiatives.

Provides leadership in the local and regional community to enhance development efforts to secure resources and support College programs.

Plans, organizes and administers Presidential ceremonies and activities unique to his/her individual campus.

Develops and executes long- and short-term goals and objectives, organizational structure and staffing plans.

Coordinates the recruitment, hiring, supervision and evaluation of campus personnel in compliance with all College, state, federal and SACS criteria relating to human resources and credentialing.

Develops and recommends the campus budget within guidelines established by the President and the Edison State College Board of Trustees, and administers the approved budget.

Campus President

Establishes and maintains a climate that encourages the development and retention of competent personnel, a high level of morale, and achievement of the College's goals as identified in its strategic plan.

Informs and consults with the President regarding the status of any major or unusual development on the campus.

Develops campus safety and emergency operation plans.

Promotes collaboration with district administrators and staff and supervises the coordination of inter-campus and intra-college activities.

Maintains an effective working relationship with faculty, staff, students and other educational institutions.

Develops public relations goals to enhance the campus and the College's image in the total community.

Works collaboratively with the members of the President's Cabinet to achieve the College mission.

This position reports directly to the President regarding policy matters and to the Senior Vice President of Operations regarding operational issues.

Models and sustains effective Servant-Leadership and Shared Governance practices which enhance the achievement of the vision, goals, plans and student-centered culture of Edison State College.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

A doctoral degree from a regionally accredited institution of higher education.

Substantial record of accomplishment and experience in administration at an institution of higher education.

Campus President

Appreciation for the unique role of baccalaureate-granting community colleges, including their philosophy and management practices.

Demonstrated leadership characteristics which include a collaborative spirit, team-building abilities, and visionary aptitude.

Demonstrated record of performance according to the highest standards of moral and ethical behavior.

Demonstrated professional philosophy consistent with the mission of Edison State College.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Demonstrated ability to:

- Work independently, delegate authority through appropriate administrative ranks, communicate effectively and make presentations to widely divergent populations.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: September 12, 2008, Revised: 2/1/11.