

PRESIDENT Job Description

CATEGORY: EXECUTIVE
POSITION STATUS: FULL-TIME
FLSA STATUS: EXEMPT
SALARY CODE: SET BY BOARD OF TRUSTEES

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service to the community. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

JOB SUMMARY

The President serves as the dynamic leader, consensus builder and strategic thinker of the College and maintains a strong commitment to academic excellence and student success. The President is the chief executive officer of the College and operates within the policies established by the Board of Trustees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Reviews, renews, and refines the strategic plan leading to a collective vision.
- Designs/redesigns the organizational structure, policies, and staffing to align with the strategic vision.
- Integrates multiple initiatives to create the needed holistic agenda for student success.
- Creates opportunities for first-generation, non-traditional students.
- Promotes promising, high impact policies and practices for academic and non-academic support for students.
- Creates a culture of inquiry and evidence leading to data-informed decision making.
- Focuses professional development for all to support the student success agenda.
- Aligns planning and budgeting with priorities for student success.
- Strengthens partnerships with K-12.
- Leads the outreach to business, industry, and community-based organizations.
- Embraces accreditation demands for effectiveness and continuous improvement.
- Oversees fundraising and resource development activities for the District.
- Performs other duties as assigned by the Board of Trustees.

REQUIRED KNOWLEDGE AND SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Possesses a deep commitment to student access and success.
- Honors and values diversity, inclusion, cultural competence, and equity.
- A record of taking risks to advance student success.
- An ability to create transformational change in culture and practice.
- An ability to lead the creation of a strategic vision.
- An ability to create external partnerships.

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- Demonstrated skills to raise and effectively allocate resources.
- Demonstrated listener who builds respectful relationships on and off campus.
- Demonstrated effective communication skills and a desire for collaboration
- Ability to see the importance of engaging faculty, staff, students, and the community in building a student success agenda.

REQUIRED EDUCATION AND EXPERIENCE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education and experience required.

- Doctoral degree from an accredited university.
- Extensive senior level leadership experience at a community or technical college.
- Experience as a change agent with a proven capacity to motivate and inspire others.

PREFERRED EDUCATION AND EXPERIENCE

- Ph.D. preferred.

Certificates and Licensures

- None required.

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; walk; talk; and hear. The employee is occasionally required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

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Notes:

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Are you able to perform these essential job functions with or without reasonable accommodation?

- Yes
- With Accommodations

Employee Signature: _____ Date: _____

HR Representative: _____ Date: _____

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Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. *How did you hear about this employment opportunity?
 - TSC Website
 - HigherEdJobs
 - Indeed
 - LinkedIn
 - Specialty Job Board
 - Facebook
 - Work-In-Texas/ Texas Workforce Commission
 - Job Fair
 - Personal Referral
2. *Do you have a doctoral degree from an accredited college or university?
 - Yes
 - No
3. *Do you have extensive senior level leadership experience at a community or technical college?
 - Yes
 - No
4. *Do you have experience as a change agent with a proven capacity to motivate and inspire others?
 - Yes
 - No
5. Is your doctoral degree a Ph.D.?
 - Yes
 - No