Job Title: Provost

JOB SUMMARY

The Provost is the Chief Officer of the college and has responsibility for the leadership of all academic and/or administrative division operations. The incumbent is the second in command senior officer for the technical college working with the team of senior staff who are responsible for achieving the college’s major goals, objectives and mission.

MAJOR DUTIES

Advises the President on all matters relating to the academic and/or administrative function of the technical college;
Provides academic and/or administrative leadership towards attainment of goals;
Fosters collaborations with departments, programs and key campus units to enhance the quality of education;
Oversees the development and maintenance of designated programs and operations consistent with goals and objectives;
Shares the responsibility for the supervision of programs
Manages the development, implementation, and assessment of the college’s programs and services that promote diversity, student development and enhance student life;
Advises the President on all matters relating to the academic and/or administrative functions;
Ensures that the data necessary for planning and decision-making are available as needed.
Reviews and makes recommendations on appointments, salary increases, promotions or dismissal of faculty and staff;
Establishes and maintains an effective divisional resource procurement plan that supports the recruitment and retention of highly qualified faculty, staff, students and ensures that state-of-the-art facilities, equipment, and technology are procured;
Oversees the integration of technology that fosters progress toward state-of-the-art teaching facilities and an enhanced learning environment;
Responsible for preparation of and adherence to annual budget;
Works closely with vice presidents and System Office’s Stewardship and Development Office to identify new sources of revenue to support existing programs, and to create and fund new programs;
Certifies students of the college for graduation upon completion of their studies;
Serves on various campus-wide and system-wide committees;
Highly visible in community throughout service area;
Responsible for recreational, social and cultural programming for the college; and
Responsible for the programmatic aspects of college resident-hall life, if applicable.
COMPETENCIES

Skill in the use of computers and job related software
Skill in planning and organizing projects
Skill in oral and written communication
Skill in interpersonal relations and effective problem solving methods
Skill in analyzing data and situations for accurate assessment
Knowledge of the college philosophy and objectives as they relate to performance
Knowledge of personnel management practices, budget and accounting practices, assessment and accreditation principles and issues and trends in higher education
Ability to work with staff and faculty in integrating effective assessment practices
Ability to supervise, advise, and mentor staff
Ability to provide leadership in high-pressure situations

MINIMUM QUALIFICATIONS

Master’s degree *and* Three (3) years of work related experience

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.