Job Title: Vice President

Job Code: 10069

JOB SUMMARY

The Vice President is responsible for working with the Provost/President to formulate, develop and implement programs and services, policies, standards and activities in compliance with all applicable federal, state and local laws, regulations policies and procedures.

MAJOR DUTIES

- Plans and organizes the unit’s work to meet the technical college’s objectives;
- Responsible for designing and executing a plan for maintaining accredited status for the academic program;
- Researches grants and other funding alternatives;
- Prepare the program specifications;
- Develops and maintains a working relationship with the Board of Trustees, community leaders, area educational institutions, and external contacts to promote the technical college;
- Administers instructional services for students;
- Promotes the technical college’s programs to public and private organizations;
- Represents the department at various internal and external meetings;
- Maintains or oversees the maintenance of student records;
- Directs and participates in the recruitment, selection, assignment, motivation and professional empowerment of assigned personnel, in an environment dedicated to enhancing student learning;
- Manages and oversees financial/budget operation of the department;
- Monitors the activities of personnel to ensure compliance with TCSG policy manual and department procedures;
- Develops and/or assists with the development of policies and procedures and recommends changes to effectively meet the goals and requirements of the program;
- Evaluates employees at scheduled intervals upon reviewing of all relevant information
- Conducts regular evaluation of services provided and make adjustments as needed;
- Maintains up-to-date policies, procedures, and state or federal laws that may impact department initiatives.

COMPETENCIES

- Knowledge of the mission of postsecondary vocational/technical education
- Knowledge of program assessment and strategic planning strategies
- Knowledge of budget development and management principles
- Knowledge of local demographics, regional issues, and the social culture of the community
- Ability to relate effectively to people of varied academic, cultural and socio-economic backgrounds using act, diplomacy and courtesy
Skill in the operation of computers and job-related software programs
Oral and written communication skills
Skill in interpersonal relations and in dealing with the public
Decision making and problem solving skills

**MINIMUM QUALIFICATIONS**

A Bachelor’s degree in a related field *and* Seven (7) years of related work experience

OR

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

**PREFERRED QUALIFICATIONS**

Preferred qualifications may vary from location to location.