Job Title: Vice President, Community & College Relations  Job Code: 61078

JOB SUMMARY

The Vice President, Community & College Relations is responsible for serving as liaison between the technical college and development agencies and maintains highly visible relationships within community to ensure local satisfaction with college.

MAJOR DUTIES

Serves as liaison between the technical college and development agencies
Establishes and maintains working relationships with community leaders, local boards, and area educational institutions;
Makes recommendations to the president regarding college policy development;
Ensures community satisfaction with technical college services;
Represents the president and makes presentations on the president's behalf;
Conducts needs assessments and develops appropriate, job-relevant programs and training;
Prepares and monitors compliance for budget as applicable;
Ensure compliance with all policies and procedures as well as federal and state laws;
Assists in the planning and organizing to meet objectives;
Develops and maintains internal control structures;
Monitors progress and productivity of assigned staff;
Reviews operations for efficiency and compliance with applicable regulations and standards;
Participates in strategic planning;
Highly visible in community and promotes college throughout service area; and
Reviews relevant data to identify trends and recommend actions.

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

Bachelor’s degree *and* Seven (7) years of related work experience

OR

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

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.