Job Title: Vice President, Satellite Operations

Job Code: 10046

JOB SUMMARY

The Vice President, Satellite Operations is responsible for daily administration and operation of one or more locations of a satellite campus with ultimate accountability for outcomes toward goals and objectives.

MAJOR DUTIES

- Develops and implements an education plan to ensure staff, space and materials are adequate to comply with federal and state guidelines;
- Promotes the satellite campus in community;
- Reviews and approves all requests for supplies and materials, including all curriculum materials;
- Manages and oversees financial/budget operations of the department;
- Oversees activities of admissions, financial aid, safety, security, emergency preparedness;
- Directs the establishment of plans relating to the design, construction, engineering, repair and maintenance projects;
- Develops and/or assists in the development of policies and procedures and recommends changes to effectively meet the goals and requirements of the program;
- Develops and maintains internal control structures;
- Monitors the activities of personnel to ensure compliance with TCSG policy manual and department procedures;
- Evaluates employees at scheduled intervals upon reviewing of all relevant information;
- Reviews operations for efficiency and compliance with applicable regulations and standards;
- Participates in strategic planning of satellite campus;
- Directs the services of contractors by overseeing vendor operations;
- Serves on various boards and committees as needed;
- Highly visible in community and promotes college throughout service area;
- Manages the development of publications for campus;
- Reviews relevant data to identify trends and recommend actions;
- Assists community leaders in the recruitment of new businesses and the expansion of existing businesses within the service area;
- Assists with the design and execution of special events, projects and activities;
- Maintains knowledge of assigned program area and gives updates to management on services, operations and projects;
- Conducts regular evaluation of services provided and makes adjustments as needed;
- Maintains up-to-dates with policies, procedures, and state or federal laws that may impact department initiatives.
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 work related experience

OR

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

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.