

President

Division	Administration	Department	President's Office
Classification	N/A	Revised	5/23/03
Supervisor	Board of Trustees	Position #	Job Class

Statement of Primary Purpose

The President shall have full authority and responsibility for the operations of the College under the policies and regulations of the Board of Trustees, the State Board of Community Colleges, and the General Statutes of North Carolina.

The President develops overall administrative policies, develops long-range plans and programs, and represents the college to the Board of Trustees, the State Board of Community Colleges, the North Carolina Community College System Office, governmental agencies, other colleges and universities, and the public.

Classification

N/A

Essential Functions and Responsibilities

1. Organizing and operating the community college in accordance with the policies, procedures, and regulations of the State Board, the System Office and the College Board of Trustees
2. Serving as Secretary to the Board of Trustees
3. Providing leadership and supervision for the total community college program including the following:
 - a. Instructional programs of occupational/technical education, liberal arts and sciences, general education, adult education, special training programs, and community services
 - b. Student services, including guidance and counseling services
 - c. Budgeting and other financial operations
 - d. Campus development, including site and facilities
 - e. Research reports
 - f. Staff recruitment and development
 - g. Personnel actions (appointments, resignations, dismissals)
4. Representing the college at appropriate local, State, and national events
5. Developing effective regional and community relations with other organizations and individuals

Additional Duties and Responsibilities

- Serve on College committees and teams as needed.
- Comply with college policies and procedures as outlined in the Policies and Procedures Manual

President

Minimum Qualifications	
Education	Earned Doctorate required; five years post-secondary administration experience at dean's level or above preferred
Knowledge and Skills	<ul style="list-style-type: none"> • Evidence of successful college teaching and administrative experience with demonstrated support of the teaching/learning process • Commitment to comprehensive community college philosophy with experience in vocational and technical program management • Effective at working with various entities such as state and local governments, business/industry, local school districts and the community at large • Ability to lead in the decision-making process to foster a common sense of purpose throughout the college; evidence of leadership by participatory management and commitment to principles of continuous quality improvement • Possess skills in listening and open communication • Understanding of and commitment to information and telecommunications technology, including interactive distance learning (ITV) • Knowledge of fiscal management, budgeting and facilities development • Ability to work effectively with local governing board and the N. C. System of Community Colleges • Ability to work with a diverse student population and a representative student government in a sensitive and positive manner
Physical Demands	Position functions in an office environment and physical demands are minimal.
Licensing Requirement	None
Working Conditions and Environment (i.e., necessary travel, unusual work hours, unusual environmental conditions, etc.)	
Equipment Operation	
Office equipment: telephone, fax, copier, PC	