

Vice President, Macon Campus & Institutional Development

Division	Macon Campus	Department	
Classification		Revised	July 2005
Supervisor	President	Position #	Job Class

Statement of Primary Purpose

The purpose of this position is to provide leadership for the development, operation, and staffing of the Macon Campus (scheduled for completion 2006). Provide administrative management for the campus, coordinating the overall educational program with both Academic Services and Extension. Work with community groups, public schools, and the business community to assure that educational opportunities for the Macon area are addressed. Support student achievement of educational goals, providing supportive and enhancing services for students from inquiry through graduation. Provide leadership and administration of public relations and public information, fostering understanding and support for SCC, especially in Macon County. Coordinate planning, effective public relations, internal and external communication, comprehensive resource development with friend raising, fund raising, and grant writing, and staff development. Coordinate the development and maintenance of community and public school partnerships and administer various grants affecting institutional development.

Classification

Exempt

Essential Functions and Responsibilities

- *Participate in the overall management of the college through weekly executive council meetings, quarterly trustees and committee meetings, and other meetings as called/assigned by the President.
- *Provide leadership for employees through regular communication and/or meetings.
- *Administer and implement board policies as approved by the college trustees.
- *Provide leadership and administrative management of the Macon Campus.
- *Administer the development, overall operation, and staffing of the Macon Campus.
- *Coordinate class scheduling, classroom assignment, employment of staff/instructors with both the academic and extension divisions to assure balanced offerings at the Macon Campus.
- *Serve as the college's liaison and representative in the Macon County area and for the Macon Campus.
- *Coordinate the development of Early College with Macon County Schools.
- *Provide leadership and support the college's comprehensive resource development program, which includes identification, cultivation, and acquisition of resources for college programs and activities through grant development and submission, "friend raising" and fund raising in the local area.
- *Serve as secretary for the SCC Foundation Board of Directors.
- *Coordinate with the PIO to foster understanding and support for the college through various media, strategically positioned to make SCC the higher educational institution of choice.

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* Coordinate college partnerships with public schools and coordinate the Collegiate Connections program (with Academic and Student Services).

*Administer/coordinate various grant programs that support college initiatives, especially those with public schools.

Additional Duties and Responsibilities

Represent the college at national, state, and local meetings/conferences.

Coordinate the Tier A staff development program.

Minimum Qualifications

Education	Masters in educational administration, higher education, student development or related disciplines required; Doctorate preferred.
Knowledge and Skills	To fulfill the responsibilities of this position one should possess a thorough knowledge of educational administration and student services, resource development, public information, and public relations. One should also have the skills and abilities to coordinate the delivery of services to students; facilitate effective working relationships among division personnel, faculty, other college personnel, and the general public. One should have excellent oral, written, and public speaking communication skills. One should provide leadership in the interpretation of federal, state, community college and College regulations/laws policies and procedures to all contacts. One should be proficient in computer skills and using computers to access information and to communicate with others.
Physical Demands	Minimum physical effort required.
Licensing Requirement	None

Working Conditions and Environment (i.e., necessary travel, unusual work hours, unusual environmental conditions, etc.)

Work is typically performed in an office environment.

Equipment Operation

Standard office equipment (computer, telephone, copier, fax machine, printer, calculator). Specialized computer software related to student records (Unix).

This position description covers the most essential functions and duties associated with this position. Other duties may be assigned by the President or appropriate supervisory personnel. The College reserves the right to alter duties, responsibilities, conditions, working hours, and job title as necessary.