

PRESIDENT- COLUMBIA COLLEGE

DEFINITION

The President serves as the educational leader and the Chief Executive Officer of the college. The primary responsibility of the President is to ensure an excellent education for the students of Columbia College. Consistent with educational excellence the President shall provide sound financial management of the College.

SUPERVISION RECEIVED AND EXERCISED

Reports to the Chancellor of the District.

Provides direct supervision to the Vice President of Instruction, the Vice President of College and Administrative Services, the Vice President of Student Services, the College Foundation, the Director of College Research and Planning, and the staff of the Office of the President.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Serves as the educational leader of the College.
- Represents the College to the community and other educational and professional organizations.
- Formulates immediate and long-range plans regarding all facets of the College.
- Informs the College staff and constituencies regarding issues and trends affecting the College.
- Directs the establishment of administrative procedures for the efficient conduct of operations of the College.

TYPICAL WORKING CONDITIONS

- Work is generally performed in a standard office environment.
- Work may often require evening and weekend hours.

MINIMUM QUALIFICATIONS

- Decisive leadership experience and a collaborative decision-making style based on participatory governance that seeks to empower others.
- Evidence of accountability for decisions.
- Management skills in resource development, financial management, strategic planning, team building and labor relations.
- Excellent communication and interpersonal skills.
- High visibility management style with an enthusiastic approach to internal and external responsibilities.
- Sensitivity to diversity issues with ability to lead an institution which values differences.
- Leadership experience with a focus on learning, teaching excellence, student success and student support services.
- Program development, evaluation and outcomes assessment experience with an ability to motivate members of the College community to pursue excellence.

- Advocacy at all levels of government with an understanding of key issues affecting small rural colleges, higher education and society.
- Proactive approach to the implementation of technology in academics, administration, and/or management environments.
- Senior level administrative experience and teaching, counseling, and/or other faculty experience.

EDUCATION AND EXPERIENCE

Education:

- An earned Master's degree from an accredited university is required. An earned Doctorate is preferred.

Experience:

- Five (5) years senior leadership experience at a post-secondary institution including program development, evaluation and outcomes assessment experience
- Three (3) years proven successful leadership experience in educational planning, fiscal management, personnel relations and community relations
- Demonstrated commitment to inclusion and equity
- Senior level administrative experience overseeing instruction, counseling and/or faculty experience at a post-secondary institution
- Highly effective written communication skills and interpersonal skills

LICENSES AND CERTIFICATES

Possession of valid California Motor Vehicle Operator's License.

PHYSICAL AND MENTAL STANDARDS

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate a keyboard, handle individual papers, write and take notes.
- **Lifting:** occasional lifting of papers, files, equipment and material weighing up to 25 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments