

# Job Description

Position Title: Campus Vice President

Job Group: Executive Administration

Job Level Group: Deputy Administrator

FLSA Status: Exempt

Salary Grade:

## Position Summary:

The Campus Vice President is responsible for providing tactical/operational leadership and complex administrative support for their assigned campus to ensure the delivery of outstanding service to students and the campus community. The Campus Vice President will be required to manage complex projects, such as Centers of Excellence, that cut across organizational areas to meet the objectives for the campus and college. The CVP will be responsible for day-to-day operations of campus grants, strategic initiatives at the campus, and operational aspects of Centers of Excellence.

## Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Create a culture of collaboration utilizing data-informed decision making leading to increased student enrollment, retention, and completion
2. Ensure that the campus, students, and employees operate in a safe and efficient manner, following all policies and procedures
3. Provide leadership in developing and sustaining collaborative, integrated partnerships in the campus area
4. Participate in community outreach and development activities including development of external funding sources
5. Represent the campus to external stakeholders in campus area (in collaboration with appropriate college departments)
6. Recognize and create opportunities in response to emerging business and educational trends
7. Research and develop recommendations for programs
8. Support accountability systems to ensure program/service goals, objectives, policies, and procedures are met
9. Provide operational support to academic deans, instructional staff, faculty and adjunct faculty, and staff working at the assigned campus
10. Ensure successful daily operations of the campus, Student Affairs, instructional support, the library, campus grants, academic divisions, campus facilities, campus information technology, and additional work units on the assigned campus

11. Manage campus operating budgets and annual capital budget requests
12. Coordinate the evaluation of activities and operations to ensure goals, objectives, and the needs of the student population are met
13. Participate in the development and implementation of the campus strategic and facilities plans
14. Develop mechanisms for a wide range of delivery systems and the use of new and emerging technology in support of campus operations
15. Coordinate activities with other College departments and campuses and outside agencies
16. Ensures that the college complies with all state, federal, and Higher Learning Commission policies and requirements
17. Support the selection of faculty and staff
18. Create and maintain a high level of staff morale conducive to the development of instructional and service innovations
19. Mentor, motivate and evaluate personnel
20. Serve on a variety of committees and study groups
21. Performs all other duties and responsibilities as assigned or directed by the supervisor.

### **Knowledge, Skills, and Abilities:**

1. Knowledge of regulatory compliance principles and practices.
2. Knowledge of administrative procedures and practices.
3. Skill in people leadership and supervision.
4. Skill in effective communication (both written and oral).
5. Skill in independent decision making.
6. Skill in positive productive, and flexible customer service.
7. Skill in budget/resource management.
8. Ability to develop and maintain effective and positive working relationships.
9. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results.

### **Supervision:**

- Executive Level Leadership. Supervises work of other managers, including planning and reviewing work.

### **Independence of Action:**

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

### **Competencies:**

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- Governance, Institutional Policy, and Legislation: Allows impact on the guidelines that determine how the College operates..
- Institutional Leadership: Provides the opportunity to provide leadership across the institution. Leading by example and supporting team building.
- Information and Analytics: Allows ability to be a data leader. Provides a holistic representation of College's performance as well as data trends or issues.

### **Minimum Qualifications:**

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Master's degree in related field of study required
  - Ten (10) years of related experience required
  - Six plus (6+) years of related experience with supervisory experience preferred.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

## Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

## Special Conditions of Employment:

- Pre-employment Background Check Required