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## Job Description

**JOB TITLE:** President  
**FLSA:** Exempt  
**SALARY LEVEL:** Executive  
**Date:** April 29, 2008

*The following duties, responsibilities, Knowledge, Skills and Abilities (KSA's), and physical requirements are intended to describe the general nature and level of work being performed. The information listed below is not intended to be construed as a complete listing of all duties, responsibilities, KSA's, and physical requirements required of this position since changes to the position may occur at any time or additional requirements that may be added over the course of time.*

### **POSITION SUMMARY:**

The President is responsible for providing strategic leadership and direction for the College by working with the Board, faculty, and staff to establish long-range goals, strategies, plans, and policies. The President is responsible for all operations of the College.

### **DUTIES AND RESPONSIBILITIES:**

The incumbent will:

Plan, develop, organize, implement, direct and evaluate the College's fiscal function and performance.

Participate in the development of the College's Master plan and programs. Develop long and short term strategic plans for the College

Evaluate and advise the Board, faculty, and staff on the impact of long range planning, introduction of new programs/strategies and regulatory action.

Enhance and/or develop, implement and enforce policies and procedures of the organization by way of systems that will improve the overall operation and effectiveness of the College.

Establish credibility throughout the organization and with the Board as an effective developer of solutions.

Provide continual improvement of the budgeting process.

Provide strategic financial input and leadership on decision making issues affecting the College.

Represent the organization to the public and actively participate in community activities.

Attend Board of Trustee meetings and serve as the direct liaison between the Board and the College.

Preside over the President's Executive Cabinet and President's Council meetings

Exhibit the highest ethical and moral values.

Understand, respect, value and support a significantly diverse student body, staff, community, and service area.

Work effectively with accreditation processes, the state legislature, and other local, state, and federal agencies.

Develop and enhance effective collaborations with business and industry, public schools, colleges and universities, hospital groups and associated institutions, and other local, civic, and area partners.

Promote participatory leadership, with demonstrated experience in organizational assessment, strategic planning and evaluation, and documentation of institutional effectiveness.

Promote dealings with and implement change, while protecting the history, traditions, and existing effective practices of the college.

Have an understanding of and effective use of technology.

Perform other job-related duties as assigned.

**MINIMUM EDUCATION AND EXPERIENCE:**

An earned doctorate from a regionally accredited Higher Education institution. Five years upper level college administrative experience. Previous experience working directly with college students.

**Preferred:** Community College experience. College classroom teaching experience.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to make

effective and persuasive speeches and presentations on controversial or complex topics to the Board and the public. An understanding of, the commitment to, and the ability to articulate the role, philosophy, and mission of a comprehensive community college. A commitment to quality learning experiences for students

**PHYSICAL EFFORT:**

Light physical activity is required with occasional lifting of objects up to 15 pounds.

**WORKING CONDITIONS:**

Work is normally performed in an interior/office work environment. Travel is an essential part of this position with travel provided by the College in College owned or personal vehicle and/or public transportation.

**REPORTS TO:** Board of Trustees

**DIRECT REPORTS:** Vice Presidents, Deans, Executive Directors, Assistant to the President, Athletic Director, College Communications Director.

Dated 04-29-08



TEMPLE COLLEGE  
TEMPLE, TEXAS

## Job Description

**JOB TITLE:** Vice President, Educational Services  
**FLSA:** Exempt  
**SALARY LEVEL:** PL-10  
**DATE:** September 10, 2003

*The following duties, responsibilities, Knowledge, Skills and Abilities (KSA's), and physical requirements are intended to describe the general nature and level of work being performed. The information listed below is not intended to be construed as a complete listing of all duties, responsibilities, KSA's, and physical requirements required of this position since changes to the position may occur at any time or additional requirements that may be added over the course of time.*

### **SUMMARY:**

The Vice President of Educational Services (VPES) is one of three senior administrators reporting directly to the President of the College. The VPES provides management and leadership for all credit and non-credit instructional programs, as well as all student support services.

### **DUTIES AND RESPONSIBILITIES:**

The incumbent will:

Be able to articulate and promote the role and mission of community colleges.

Recommend yearly to the President a model to address and achieve anticipated enrollment growth along with the necessary financial, technological, and campus infrastructure.

Demonstrate familiarity with the delivery of Distance Ed courses, dual credit courses, and services and their application within higher education seeking cooperation and commitment from the Director-Distance Ed., division directors, and department chairs.

Coordinate the development and publication of the College's course offerings, semester schedules, student catalogs, and student calendars.

Promote grant applications for new or continued funding of grant programs

Initiate and negotiate contacts, develop articulation and collaborative agreements, and maintain relationships established with business, external organizations, and other educational institutions.

Oversee and assist in the on-going development and implementation of assessment of students, faculty, and staff.

Demonstrate a commitment to student success, the unique needs of adult learners, and the importance of diversity within the campus community

Oversee and assist faculty with curriculum development and curriculum implementation.

Demonstrate success in team building and personnel development with an emphasis on collaboration and shared decision making.

Prepare an ongoing evaluation of processes and procedures for continuous improvement.

Conducts surveys and feasibility studies for policy formation and improvement of services.

Coordinates the development and preparation of marketing and promotional plans and materials.

Demonstrate experience in budget preparation and management.

Develop partnerships with community, educational, business and professional groups. Prepare and make presentations to these groups or organizations,

Assume all other duties as assigned by the President of the College

#### **MINIMUM EDUCATION AND EXPERIENCE:**

Doctorate in an appropriate field of study with five (5) years administrative experience above the department level within a community college or similar institution. Three (3) years of teaching experience, preferably with a community college.

#### **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community. Ability to supervise and train staff, including organizing, prioritizing, and scheduling work assignments. Ability to gather data, compile information, and prepare reports. Ability to communicate effectively, both orally and in writing. Ability to make administrative/procedural decisions and judgments. Skill in budget preparation and fiscal management. Ability to plan, organize, implement, evaluate, and modify administrative support needs and

assessing those needs. Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures. Knowledge of marketing strategies. Ability to direct and facilitate the planning, development, and administration of educational programs. Knowledge of both instructional and student service responsibilities.

**PHYSICAL EFFORT:**

Light physical activity is required with occasional lifting of objects up to 15 pounds.

**WORKING CONDITIONS:**

Work is normally performed in an office setting. Duties will require travel in personal or school owned vehicles.

**SUPERVISOR OF:**

Office Manager, Division Directors

**DIRECT SUPERVISOR:**

President, Temple College



TEMPLE COLLEGE  
TEMPLE, TEXAS

## Job Description

**JOB TITLE:** Vice President, Administrative Services/Chief Financial Officer  
**FLSA:** Exempt  
**SALARY LEVEL:** PL-10  
**DATE:** September 10, 2005

*The following duties, responsibilities, Knowledge, Skills and Abilities (KSA's), and physical requirements are intended to describe the general nature and level of work being performed. The information listed below is not intended to be construed as a complete listing of all duties, responsibilities, KSA's, and physical requirements required of this position since changes to the position may occur at any time or additional requirements that may be added over the course of time.*

### **SUMMARY:**

The Vice President of Administrative Services (VPAS) is one of three senior administrators reporting directly to the President of the College. The VPAS provides management and leadership for the administrative functions of the College. As chief accounting and reporting officer the incumbent assumes overall responsibility for the College's financial, general accounting, contracts, accounts payable and receivable, investments, and funding operations. Establishes and updates the College's financial policies and standards. Oversees the planning, direction, and administration of the College's support services which include facilities planning and development, physical plant management, Information Technology and associated infrastructure, and Human Resource functions.

### **DUTIES AND RESPONSIBILITIES:**

The incumbent will:

1. Help establish and carry out required duties that are consistent with the Value Statements of the College.
2. Establish College financial policies and transactional standards, ensuring consistency with the College's mission and strategic plans and compliance with Board of Trustees' policies, state and federal fiscal management laws and regulations, and generally accepted accounting standards.
3. Review and analyze major contractual obligations of the institution to ensure consistency with overall financial goals, objectives, and plans, and compliance with the College's financial policies, procedures, and standards.

4. Provide leadership and direction to the departments which directly report to this position.
5. Direct the activities associated with the security and investment of the College's assets and funds.
6. Participate with the President and other administrators in institutional planning, policy development, and problem resolution.
7. Provide direction in the management of the College's Physical Plant and facilities planning. Ensures that all operating goals, objectives, plans, and programs are consistent with the College's overall mission and strategic plan.
8. Oversee and direct the development and maintenance of a comprehensive Master Plan incorporating all institutional facilities and assets; ensures that the Master Plan remains responsive to institutional goals and objectives.
9. Provide general oversight of outsourced services which include the student apartment complex, food service, bookstore, and Golf Course.
10. Oversee preparation of business plans for all applicable departments resulting in the production of College budget documents.
11. Establish and maintain an organizational structure and staffing to effectively accomplish the organization's goals and objectives; oversees recruitment, training, supervision, and evaluation of unit staff
12. Initiate and negotiate contacts, develop collaborative agreements, and maintain relationships and partnerships established with business, external organizations, and other educational institutions. Prepare and make presentations to these groups or other organizations.
13. Promote grant applications for new or continued funding of grant programs
14. Oversee and assist in the on-going development and evaluation of staff.
15. Oversee the planning, direction, and administration of the College's support services which include facilities planning and development, physical plant management, Information Technology and associated infrastructure, Human Resource functions, and Safety and Security procedures and measures.
16. Assume all other job related duties as assigned by the President of the College

**MINIMUM EDUCATION AND EXPERIENCE:**

Master of Business Administration (MBA) with five (5) years directly related administrative experience within a community college or similar institution. CPA, in addition to MBA, preferred.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community. Advanced verbal and written communication skills and the ability to present effectively to small and large groups. Ability to deal credibly and effectively with senior institutional leadership. Strong human resources development and management skills. Ability to foster a cooperative work environment. Knowledge and understanding of institutional policies and procedures and the regulatory environment within which they operate. Strong analytical, critical thinking, and decision making skills. Knowledge of assets and funds management principles, methods, business and support structures, processes, and techniques. Comprehensive knowledge and understanding of Federal and State financial laws, regulations, and operating guidelines as they pertain to public institutions of higher education. Organizational planning, structuring, and staffing skills. Knowledge and understanding of the mission, goals, organization, and operational/financial infrastructure of a Community College. Highly developed and comprehensive financial management skills. Ability to develop, plan, and implement short- and long-range goals. Knowledge of investment strategies and techniques. Ability to review and assess the operational and financial viability of new and existing contractual arrangements and grant proposals. Strategic business planning and business management skills. Knowledge and understanding of organizational performance benchmarking and measurement concepts, principles, and techniques. Skill in program planning, examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures. Ability to analyze and interpret complex financial and operational data and prepare business reports, projections, and recommendations. Ability to lead, guide, and integrate strategic planning processes and organizational goal development.

**PHYSICAL EFFORT:**

Light physical activity is required with occasional lifting of objects up to 15 pounds.

**WORKING CONDITIONS:**

Work is normally performed in an office setting. Duties will require travel in personal or school owned vehicles.

**SUPERVISOR OF:**

Office Manager, Associate Vice Presidents, Director of the Physical Plant.

**DIRECT SUPERVISOR:**

President, Temple College



TEMPLE COLLEGE  
TEMPLE, TEXAS

## Job Description

**JOB TITLE:** Vice President, Academic and Community Initiatives  
**FLSA:** Exempt  
**SALARY LEVEL:** PL-10  
**DATE:** September 10, 2003

*The following duties, responsibilities, Knowledge, Skills and Abilities (KSA's), and physical requirements are intended to describe the general nature and level of work being performed. The information listed below is not intended to be construed as a complete listing of all duties, responsibilities, KSA's, and physical requirements required of this position since changes to the position may occur at any time or additional requirements that may be added over the course of time.*

### **SUMMARY:**

The Vice President for Academic and Community Initiatives (VP-ACI) reports directly to the President and serves as the senior officer in providing academic liaison to the external community and in developing and promoting partnerships to advance economic and career initiatives. The Vice President will provide leadership, as an extension of the President's office, resulting in increased advocacy, funding, partnerships, alliances and support, through engagement with external groups (industries, schools, and community based organizations) to aid Temple College in defining and achieving its goals and objectives. This position represents the College at the Regional Center for Innovation and Commercialization (RCIC) and is a liaison with the VP for Education Services and the VP for Administrative Services; provides leadership for the multiple academic partnerships with the Texas Bioscience Institute; directs partnerships with other educational and business partners, including the Temple Health and Economic Development District; and facilitates grant work with faculty and staff by assisting with understanding business objectives to effectively search for funding sources, assisting faculty and staff in developing and monitoring proposals, ensuring compliance with guidelines, interacting with funding agency officials, and applying proper accounting measures.

### **DUTIES AND RESPONSIBILITIES:**

The incumbent will:

- Establish and implement short- and long-range organizational goals, objectives, strategic plans, policies, and operating procedures; monitor and evaluate programmatic and operational effectiveness, and effect changes required for improvement.

- Provide leadership and direction in all aspects of the establishment, implementation, promotion, and administration of the office by promoting student achievement in a learning centered environment.
- Provide on-site technical assistance, consultation, and management services to community organizations to improve service delivery and foster lasting relationships for educational, service delivery, and research purposes
- Represent the College and the needs of the community to local governments, other institutions of higher education, health care organizations, state legislature, community/civic groups, and prospective funding agencies.
- Foster and develop avenues of communication between College faculty and staff and community organizations and students; serve as liaison between the College, service area, and area communities in the collaboration, development, and maintenance of relationships with community organizations for educational, economic, and health service improvements.
- Identify local, state, and federal grant sources for services and programs; develop and monitor budgets; direct grants management and the financial reporting of grants; coordinate services with community groups and health care organizations.
- Serve on College planning and development committees; provide input into policies and procedures, curriculum development, fiscal management, develops strategies, and implement recommendations and policies.
- Establish commitment to the mission of the community college.
- Perform or oversee the completion of periodic evaluations of staff assigned to area.
- Perform miscellaneous job-related duties as assigned.

#### **MINIMUM EDUCATION AND EXPERIENCE:**

Doctorate in an appropriate field of study with five (5) years directly related and increasingly responsible/successful administrative experience or Master's Degree and seven (7) years directly related and increasingly responsible/successful administrative experience within a university, community college or similar institution.

#### **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

Knowledge of contracting process and associated local, state, federal, and other regulations. Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community. Skill in

budget preparation and fiscal management. Knowledge of community health care issues and concerns. Knowledge of communication principles, media, and marketing techniques. Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures. Diplomatic and negotiation skills. Knowledge of community health care and vocational services. Ability to plan community projects and consult with communities regarding planning techniques. Strategic planning skills. Knowledge of federal, state and/or community funding sources. Ability to develop and present educational programs and/or workshops. Demonstrated skill in the establishment, administration, and promotion of collaborative community-based programs.

**PHYSICAL EFFORT:**

Light physical activity is required with occasional lifting of objects up to 15 pounds.

**WORKING CONDITIONS:**

Work is normally performed in an office setting. Duties will require travel in personal or school owned vehicles.

**SUPERVISOR OF:**

Office Manager, Department Chairs

**DIRECT SUPERVISOR:**

President, Temple College



TEMPLE COLLEGE  
TEMPLE, TEXAS

### **Job Description**

**JOB TITLE:** Associate Vice President, Distance Education  
**FLSA:** Exempt  
**SALARY LEVEL:** Grade 9-Professional  
**DATE:** September 13, 2005

*The following duties, responsibilities, Knowledge, Skills and Abilities (KSA's), and physical requirements are intended to describe the general nature and level of work being performed. The information listed below is not intended to be construed as a complete listing of all duties, responsibilities, KSA's, and physical requirements required of this position since changes to the position may occur at any time or additional requirements that may be added over the course of time.*

#### **SUMMARY:**

Under general supervision of the Vice President, Educational Services the incumbent will oversee the ongoing direction, development, delivery, assessment, and on-going improvement of Distance Ed, dual credit, and off-site courses (including the incorporation of enrollment management and student services) offered through Temple College. Investigate and pursue grant opportunities.

#### **DUTIES AND RESPONSIBILITIES:**

The incumbent will:

Recommend to the Vice President, and the Executive Staff, a model to address and achieve anticipated enrollment growth in on-line and dual-credit programs including necessary financial and technological infrastructure.

Provide direction and development of the college Distance Ed program which includes the Virtual College of Texas (VCT), dual credit, and off-site courses.

Provide oversight and direction of off-site campus centers.

Supervise, coordinate, plan, and implement the delivery of Distance Ed and dual credit courses and services in cooperation with department chairs and division directors.

Coordinate the development and publication of course offerings and semester schedules with the Enrollment Management Division, department chairs and division directors.

Seek out, coordinate, and prepare grant applications for continued funding and support the operation of the Distance Ed program

Supervise the Virtual University Center Grant

Initiate and negotiate contacts, develop articulation and collaborative agreements, and maintain relationships established with business, external organizations, and educational institutions.

Assist in the on-going implementation of assessment of student learning in on-line and dual credit courses.

Lead and develop faculty training to support the development of on-line classes.

Be responsible for ongoing evaluation of processes and procedures for continuous improvement.

Conduct surveys and feasibility studies for policy formation and improvement of services.

Serve on president's executive staff.

Coordinate the development and preparation of marketing and promotional plans and materials.

Make presentations to appropriate groups or organizations,

Oversee the development, coordination, and training of online student services to faculty, staff and students which include but are not limited to advising, online library access, payments and other associated duties.

Assume all other duties as assigned by the Vice President, Educational Services.

**MINIMUM EDUCATION AND EXPERIENCE:**

Masters Degree with seven (7) years work experience in higher education with four (4) of the seven (7) years consisting of directly related work experience in distance education

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community. Ability to supervise and train staff, including organizing, prioritizing, and scheduling work assignments. Ability to gather data, compile information, and prepare reports. Ability to communicate effectively, both orally and in writing. Knowledge of contracts and grants preparation and management. Ability to make administrative/procedural decisions and judgments. Skill in budget preparation and fiscal management. Ability to plan, organize, implement, evaluate, and modify administrative support needs. Skill in examining and

re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures. Ability to coordinate and organize meetings and/or special events. Knowledge of marketing strategies. Ability to direct and facilitate the planning, development, and administration of educational programs.

**PHYSICAL EFFORT:**

Light physical activity is required with occasional lifting of objects up to 15 pounds.

**WORKING CONDITIONS:**

Work is normally performed in an office setting. Duties will require travel in personal or school owned vehicles.

**SUPERVISOR OF:**

Secretary IV

**DIRECT SUPERVISOR:**

Vice President, Educational Services



TEMPLE COLLEGE  
TEMPLE, TEXAS

## **Job Description**

**JOB TITLE:** Associate Vice President of Health Professions  
**FLSA:** Exempt  
**SALARY LEVEL:** PL-9 Professional or Faculty Salary Schedule  
**DATE:** August 7, 2007

*The following duties and statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as a complete listing of all responsibilities, duties and skills required of this position*

### **SUMMARY:**

Under general supervision of the Vice President, Educational Services, the Associate Vice President of Health Professions provides leadership for the operation and management of the Division of Health Professions. Specific programs include Nursing, Biotechnology/Bioscience, Dental Hygiene, EMS, Respiratory Care, Surgical Technology, a state-of-the-art simulation center, patient simulation and computer labs, smart classrooms, and a newly-renovated bioscience facility at the Scott and White West Campus. The AVP functions as the ADN Program Director. The AVP serves as an advocate for students, faculty and staff, and promotes the continued growth and development of health professions and critical community partnerships. The Associate Vice President for Health Professions provides leadership, strategic vision, and executive management for a comprehensive health professions division.

### **DUTIES AND RESPONSIBILITIES:**

The incumbent will:

Provide leadership for continuous programmatic growth and enhancement including the development of productive partnerships with the local, regional, state, and national health care community. Existing partners include Scott & White Medical Center, King's Daughters Hospital, Texas A&M Medical School and Capital Idea and others.

Serve as the ADN Program Director. In the role, the AVP is responsible for the planning, implementation, and evaluation of the ADN program.

Support the development of healthcare workforce programs that address the needs of the future within a climate that emphasizes student learning and engagement, institutional effectiveness and programmatic excellence and creativity.

In cooperation with the AVP for Distance Education, Off-campus Center Directors, department chairs, and EWCHEC leadership, identify opportunities for programmatic growth and distance education designed to provide a variety of learning options all students within the service area.

Work with the Division Director, Community Services and Business Training, in order to facilitate non-credit training opportunities for the health care community and with the Associate Vice President of Distance Education to facilitate potential hybrid and online learning opportunities for the health care community.

Provide administrative oversight for Department Chairs, faculty and staff of the Division of Health Professions.

Meet with Department Chairs and/or program directors and staff in the division on a regularly scheduled basis.

Advise the Vice President of Educational Services concerning personnel matters.

Develop and maintain long range planning activities in the division that include crafting a vision to sustain and continue the growth and innovation of the Division of Health Professions.

Assist Department Chairs in the management of division and departmental budgets including the coordination of annual proposals for budget increases and/or reallocations.

Help Department Chairs administer the College's institutional effectiveness plan and assessment of student learning activities within the division.

Actively participate in student recruitment, retention, and marketing activities.

Monitor and evaluate operational effectiveness and manage changes required for improvement.

Make recommendations to the Vice President of Educational Services regarding the organization of the faculty and requisite committee assignments.

Manage activities of the Health Professions programs to promote efficient and effective use of college resources.

Monitor, respond to, update, and conform to professional standards, accreditation and regulatory requirements impacting the departments and coordinate and assist with departmental responses to these requirements.

Work with College staff and administration including, but not limited to, the Vice President of Administrative Services, Executive Director of the Foundation and Director of Institutional Advancement, and the Director of College Communications.

Serve as a liaison member of the advisory committees within the division.

Participate in grant writing, fund-raising, and/or community programs.

Perform other duties as assigned by the Vice President of Educational Services.

**MINIMUM EDUCATION AND EXPERIENCE:**

Master's Degree in Nursing or Health Administration and seven (7) years directly related, progressive work experience

**CERTIFICATION OR LICENSES**

Registered Nurse (RN)

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

The Associate Vice President of Health Professions:

Must have the ability to manage eight (8) direct reports including the department chairs in ADN and VN programs, as well as Biotechnology/Bioscience, Dental Hygiene, EMS, Respiratory Care, Surgical Technology, and the director of the simulation center. Must be able to ensure compliance with program specific professional standards and accrediting agencies. Must be able to oversee an annual budget of \$3 million and 35-40 full-time faculty and staff. By combining an exceptionally strong staff, state of the art facilities in Temple and Taylor, and innovative partnerships with Scott and White, Capital Idea, and others, the AVP must possess and exhibit leadership skills, educating the next generation of highly skilled and compassionate health care professionals. In cooperation with departmental, campus, and community leadership, must have the ability to craft a vision to sustain and continue the growth and innovation of a variety of programs designed to support the healthcare workforce needs of the future within a climate that emphasizes student learning and engagement, institutional effectiveness, and programmatic excellence and creativity. Must possess strong interpersonal and communication skills and be able to work effectively with a wide range of constituencies in a diverse community. Must be able to communicate effectively, both orally and in writing. Must be able to make administrative/procedural decisions and judgments. Must be skilled in budget preparation and fiscal management. Must be skilled in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.

**PHYSICAL EFFORT:**

Light physical activity is required with occasional lifting of objects up to 15 pounds.

**WORKING CONDITIONS:**

Work is normally performed in an office setting.

**SUPERVISORY DUTIES:**

Departmental Chairs, Division Faculty members, Division Secretary

**DIRECT SUPERVISOR:**

Vice President, Educational Services



TEMPLE COLLEGE  
TEMPLE, TEXAS

### **Job Description**

**JOB TITLE:** Associate Vice President, Information Technology/Finance  
**FLSA:** Exempt  
**SALARY LEVEL:** Grade 9-Professional  
**DATE:** February 11, 2009

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#### **SUMMARY:**

Under general supervision of the Vice President, Administrative Services, sets strategic direction, and recommends institutional policy for information technology. Provides all aspects of information systems, technology, strategic planning and direction, system security and database integrity for a full-service, integrated information services function of the College. Formulates strategies for developing and implementing the College budget.

#### **DUTIES AND RESPONSIBILITIES:**

The incumbent:

- Directs departmental operations and supervises employees directly and through lower level managers and supervisors.
- Participates in development, implementation, and maintenance of policies, objectives, short- and long-range planning; develops tracking and evaluation programs to assist in accomplishment of established goals.
- Develops and establishes policies and objectives consistent with those of the College to ensure efficient operation of individual departments.
- Consults and coordinates with College officials on matters of policy, interdivisional interaction, and capital improvement issues.
- Collaborates with departments and administration to establish goals and priorities for technology solutions to meet institutional needs.
- Develops and manages annual budgets for the College and performs periodic cost and productivity analyses.

- Develops and administers budgets and plans for technology development and deployment in the College.
- Recommends and participates in the development of College policies and procedures.
- Updates and maintains relevant state-of-the-art technology, equipment, and/or systems.
- Participates in development, implementation, and maintenance of policies, objectives, short- and long-range planning; develops tracking and employee evaluation programs to assist in accomplishment of established goals.
- Plans, oversees, and coordinates the development, installation, and support of computing and network support services for the College and its various operating components.
- Oversees and/or participates in the design, development, implementation, and evaluation of end user services and integrated information initiatives for the College.
- Coordinates and provides leadership for new system development and implementation, and current system enhancements and improvements; reviews, evaluates, and develops proposals for new hardware/software and/or upgrades, as appropriate.
- Plans and coordinates the analysis, design, programming, timely implementation, and testing of applications projects.
- Participates as a member of management team in planning, problem resolution, and reviewing department performance.
- Oversees the supervision of personnel, which includes work allocation, training, promotion and enforcement of internal procedures and controls, and problem resolution; evaluates performance and makes recommendations for personnel actions.
- Performs problem resolution and provides on-call support for computer/network systems.
- Develops and coordinates programs and initiatives to ensure quality of performance and currency of skills among staff within the College.
- Updates knowledge regularly with respect to relevant state-of-the-art technology, equipment, and/or systems.
- Provides management and technical expertise in the planning, design, implementation, and maintenance of multiple relational database management

systems for the unit; monitors and coordinates databases to optimize performance and interactivity.

- Performs miscellaneous job-related duties as assigned.

**MINIMUM JOB REQUIREMENTS:**

Master's degree with 7 years of directly related job experience.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

Knowledge of current technological developments/trends in area of expertise. Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community. Skill in budget preparation and fiscal management. Ability to coordinate and integrate information technology systems development, enhancement and modifications from an overall information services perspective. Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures. Knowledge of business practices and procedures. Knowledge of organizational structure, workflow, and operating procedures. Ability to interpret, adapt, and apply guidelines and procedures. Ability to direct multi-department technical and administrative staff. Ability to develop and implement short- and long-range computer systems, capacity, technology, and operational plans. Knowledge of financial/business analysis techniques. Knowledge of technological developments and directions in area of expertise.

**PHYSICAL EFFORT:**

Light physical activity is required with occasional lifting of objects up to 15 pounds.

**WORKING CONDITIONS:**

Work is normally performed in an office setting. Duties will require travel in personal or school owned vehicles.

**SUPERVISOR OF:**

Administrative Assistant, Departmental Supervisors

**DIRECT SUPERVISOR:**

Vice President, Administrative Services



TEMPLE COLLEGE  
TEMPLE, TEXAS

## Job Description

**JOB TITLE:** Associate Vice President, Resource Management  
**FLSA:** Exempt  
**SALARY LEVEL:** Grade 9-Professional  
**DATE:** February 11, 2009

*The following duties, responsibilities, Knowledge, Skills and Abilities (KSA's), and physical requirements are intended to describe the general nature and level of work being performed. The information listed below is not intended to be construed as a complete listing of all duties, responsibilities, KSA's, and physical requirements required of this position since changes to the position may occur at any time or additional requirements that may be added over the course of time.*

### **SUMMARY:**

The incumbent provides strategic leadership and direction to all facets of human resources management as it pertains to faculty and staff in all components of the College. Directs the management of the various component activities of the College's Human Resources Department, ensuring that all HR programs and initiatives are integrated and effective in supporting the overall mission, goals, and objectives of the College. Directly participates in institutional planning and decision making as a member of the President's Executive Cabinet, and provides broad administrative leadership and coordination to the assigned division.

### **DUTIES AND RESPONSIBILITIES:**

The incumbent will:

- Establish and implement short- and long-range organizational goals, objectives, strategic plans, policies, and operating procedures; monitors and evaluates programmatic and operational effectiveness, and effects changes required for improvement.
- Direct and oversee the management of the Human Resources Office ensuring that all services to departments are effective, cohesive, and consistent with the needs and objectives of the College.
- Ensure that all Federal and State laws, regulations, and standards are met and that the College's equal opportunity goals are met. Coordinate and direct grievance and mediation for dispute resolution

- Direct the administration of ERS insurance and other ERS sponsored benefits, TRS and ORP retirement programs; Directs the administration of AFLAC and other College sponsored benefits.
- Provide strategic direction and oversight to the College's staff wage and salary programs; Makes recommendations for competitive salary levels necessary to attract and retain qualified staff.
- Provide direction and oversight in the development and implementation of employee relations, strategies, and programs designed to minimize and mediate workplace disputes and to foster a positive and productive work environment.
- Design, establish, and maintain an organizational structure and staffing to effectively accomplish the organization's goals and objectives; oversees recruitment, supervision, and evaluation of unit staff.
- Evaluate departmental procedures to streamline and/or automate processes, improve customer service, reduce paper-flow, and improve human resources data management; plan and implement changes as required.
- Ensure open communications with staff organizations and faculty governing bodies.
- Develop and manage annual College Personnel budget and performs periodic cost and productivity analyses.
- Recommend and participate in the development of College policies and procedures; may serve on the College's planning and policy-making committees.
- Directly participate in executive planning and decision making for the division and the College; provides broad administrative leadership and coordination to the College as designated by the Vice President, Administrative Services
- Oversee the Campus Police and Employee Wellness Program.
- Perform miscellaneous job-related duties as assigned.

**MINIMUM JOB REQUIREMENTS:**

Master's degree with 7 years of directly related job experience.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community. Skill in budget preparation and fiscal management. Knowledge of organizational development theory and practices. Knowledge of contemporary principles of

human resource management and public personnel practices. Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures. Ability to interpret and advise on the application of EEO/AA laws and regulations to public sector faculty/staff hiring processes. Skill in design, implementation and evaluation of employer-sponsored benefit programs. Knowledge of computerized information systems used in human resources applications. Ability to analyze and assess training and development needs. Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments. Knowledge of federal and state employment laws and regulations, and public sector employment policies and procedures. Skill in developing and implementing salary administration plans and programs. Ability to foster a cooperative work environment. Employee development and performance management skills. Knowledge of financial/business analysis techniques. Strategic planning and performance measurement skills. Ability to interpret business and operational needs and develop integrated, creative solutions. Ability to analyze problems and develop creative solutions to complex human resource issues. Knowledge of alternative dispute resolution processes. Knowledge of federal and state wage and salary laws and regulations. Knowledge of faculty and/or staff hiring procedures.

**PHYSICAL EFFORT:**

Light physical activity is required with occasional lifting of objects up to 15 pounds.

**WORKING CONDITIONS:**

Work is normally performed in an office setting. Duties will require travel in personal or school owned vehicles.

**SUPERVISOR OF:**

Associate Director, Human Resources, Human Resource Generalist, Departmental Supervisors, Office Assistant

**DIRECT SUPERVISOR:**

Vice President, Administrative Services