



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 two 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 contacts, negotiates, develops 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