

# JOB DESCRIPTION



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**Position Title:** Provost

**Department:** Academic/Student Services

**Employment Category:** Executive

**Primary Location:** District-wide

**FLSA Classification:** Exempt

**Remote Eligible:** No

**Parameters:** Full-time; 12 months/year

**Pay Grade:** Executive/Senior Administration

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**Position Summary:** The provost serves as the college's chief academic officer and has broad responsibilities for the planning, development and administration of the college's educational programs and services. As chief academic officer of the college, the provost ensures the academic integrity of the college and supports innovations in programs and methods of delivery that respond in a timely manner to a rapidly changing environment. The provost provides leadership, vision, direction and advocacy for a comprehensive array of student affairs, which supports completion and student success. The provost is expected to provide academic and administrative leadership to achieve high standards of excellence in instruction and student services. He/she fosters collaboration with faculty, staff, students, and external communities to promote student success through research, use of best practices, assessment, continuous improvement, shared governance, and student success strategies.

The provost provides leadership to the academic and student services leadership team, which promotes the effective interrelationship between instructional services, student services, and academic initiatives. The provost consults with the members of the team on issues affecting the academic and student services divisions of the college and works collaboratively to ensure that the college meets its enrollment management goals. S/he brings forward recommendations concerning college-wide cooperative ventures, communication and allocation of resources to the administrative cabinet and to the president.

**Essential Functions:** As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

**Duties and Responsibilities:** Within the scope of college policies and procedures, this position:

Serves as the college's chief academic officer and assumes the responsibility for the college in the absence of the president and at the president's request

Actively participates as a member of senior administration and administrative cabinet and assists the president and other senior managers in achieving priority institutional objectives identified in the college's strategic plan

Collaborates with directors and deans, prepares annual budget requests for the divisions of academic affairs, student affairs, and academic divisions/instruction, that are aligned with the college's strategic priorities

Ensures that the activities of the divisions and departments reporting to the provost meet the requirements of the college's accrediting and licensing agencies

Supports enrollment management initiatives and the development and implementation of an Academic Master Plan, guiding innovation in academic programs and methods of delivery that respond in a timely and effective manner to a rapidly changing environment.

Oversees the creation of a comprehensive, integrated enrollment management plan, providing oversight and support to the associate vice president for student services

# JOB DESCRIPTION



Oversees the systematic and routine assessment of all academic and student services programs and services to measure and plan continuous improvement

Supports mutually beneficial partnerships between the college and business/industry, not-for-profit organizations, and other educational institutions, in cooperation with the college's foundation

Collaborates with the academic and student services leadership team to formulate, draft, and maintain policies concerning all facets of academic and student services

Maintains regular communication and working relationships with other areas of the college, keeping them informed of current activities and working with them to achieve institutional priorities

Responsible for fostering and supporting innovation and continuous quality improvement by focusing on institutional performance research data, collaboration with faculty and staff, and creation/sustaining recognition, which support and enhance student success

Represents the college at national, regional, and state events; represents the college at community activities by actively participating in community organizations, which support and strengthen the college's programs and activities

Provides leadership to strengthen articulation and collaborative activities with other education institutions, including the K-12 system and other higher education institutions, as well as public agencies, business, and industry

Performs other duties as assigned

**General Expectations:** Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

## **Education and Experience Requirements:**

Master's degree in a related field from an institution accredited by an institutional accrediting body of higher learning recognized by the US Department of Education, Doctoral degree preferred

Ten years demonstrated successful experience in progressively responsible teaching, administrative and educational leadership positions in a college setting; experience in a community college setting strongly preferred

*An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.*

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

High level of integrity and commitment to student success and the community college mission

Knowledge and understanding of current higher education issues, trends, and future conversations

Knowledge and understanding of demographics affecting higher education and ability to articulate challenges and opportunities for the college community

Knowledge of instructional pedagogies, learning styles, and current research in the field

Knowledge of and ability to follow College policies and procedures

Knowledge of management practices and principles

Knowledge of current community education theory and practice

Knowledge of instructional programming for academic extended education programs

Knowledge of strategic planning and implementation

Knowledge of budget preparation, monitoring and administration

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Knowledge of and ability to practice sound supervisory principles, practices and techniques  
Knowledge of technologies for enhancement of teaching and learning  
Skill preparing, monitoring and maintaining budgets  
Skill analyzing data and making appropriate recommendations  
Skill acting as a community liaison, locally and internationally  
Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner  
Ability to relate to a diverse population and to maintain composure when faced with difficult situations  
Ability to organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail  
Ability to think strategically and prioritize effectively  
Ability to make difficult decisions in a timely, thoughtful, and evidence-based manner  
Ability to work independently while contributing to team environment  
Ability to effectively identify and resolve problems and to maintain strict confidentiality related to sensitive information  
Ability to analyze problems, identify solutions, and take appropriate action to resolve problems using independent judgment and decision-making processes  
Ability to establish and maintain effective working relationships with other department staff, faculty, students and the public  
Ability to foster district-wide partnerships to promote educational quality  
Ability to work within an open and team environment using collaborative approaches  
Ability to focus faculty and staff toward student learning  
Ability to motivate and inspire faculty and staff across campuses  
Ability to work effectively within a diverse, multi-cultural setting serving a multi-campus environment  
Ability to commit to establishing, maintaining and assessing collaborative educational and service programs  
Ability to foster creative community and cultural programming

**Work Environment:** Work is primarily performed under limited supervision in an office setting with appropriate climate controls. Travel, early morning, evening, and weekend work are required

**Physical Requirements:** Essential functions of this position require: lifting, manual dexterity, ability to communicate.

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally, and all other sedentary criteria are met

**Mental Application:** Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

**Reports To:** President

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.