COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: PROVOST, LEVY CENTER

PAY GRADE: A-18

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

To serve as the CEO of the Levy Center.

At the College of Central Florida, our vision is “To be the first choice for quality higher education in our community.” We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. **Education or training:** Master's degree required. Doctorate preferred.

2. **Years of experience in the field:** Five years' experience in education is required. Experience at the community college level is preferred. Administrative experience in education is preferred; planning, budgeting and institutional effectiveness experience preferred, preferably in a higher education setting.

3. **Special skills or abilities related to the position:** Excellent interpersonal skills; experience in adult education; analytical skills; knowledge of accreditation requirements; and institutional research skills.

ESSENTIAL JOB FUNCTIONS:

1. Represent the college in Levy County; make presentations to civic or service groups; meet with area education, business and industry representative. Promote cooperative efforts between the center and Levy County Schools.

2. Plan, direct, and evaluate the design and implementation of programs offered through adult general education. Supervise and evaluate faculty.

3. Manage a mechanism to involve the Levy County community in the Levy Center.

4. Oversee the G.E.D. testing program; supervise the administration of assessment testing such as TABE, CPT, and FBAT.
ESSENTIAL JOB FUNCTIONS (Continued):

5. Determine the recruiting, admissions, and registration activities for the Levy Center in coordination with the college’s enrollment management plan. Develop special projects to increase enrollment at the center; work in collaboration with college recruitment program; supervise the business operations at the Levy Center.

6. Coordinate, in conjunction with the office of Institutional Advancement, the cultivation of donors for the Levy Center and submit a quarterly report on resource development activities/ accomplishments.

7. Prepare and maintain budgets for the Levy Center and its programs and services.

8. Recommend, develop and supervise instructional programs in credit and non-credit, working with appropriate instructional leadership.

9. Monitor and evaluate enrollments, completions, and operating costs for Levy Center programs. Supervise preparation and submission of reports, including an annual report.

10. Supervises facilities usage, business office functions, student services, and college and community projects.

11. Administer the contract between the college and the Levy County School Board in regards to adult and vocational/occupational program offerings.

12. Attend meetings as assigned.

13. Make applications for grant funding and administers grants funded for the Center.

14. Supervises staff assigned to the center.

15. Serves as liaison between the college-wide instructional and administrative offices and the Levy Center.

16. Due to the scope of responsibility of this position and the need for the college to communicate both during the weekday and after regular work hours, the employee must possess a cell phone and provide the number to Human Resources, the immediate supervisor, and the Vice President for Administration and Finance.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without correction)
- Ability to communicate both orally and in writing
- Moderate (up to 44 pounds) lifting and carrying
- Walking
- Standing
- Sitting
ENVIRONMENTAL CONDITIONS:

- Works inside an office environment

(Reasonable accommodations will be made for otherwise qualified individuals with disability)

PRIMARY LOCATION OF JOB: Levy Center, Chiefland

SUPERVISOR OF POSITION: Vice President, Regional Campuses