

COLLEGE OF CENTRAL FLORIDA

Job Description

JOB TITLE: VICE PRESIDENT – REGIONAL CAMPUSES

PAY GRADE: A-4

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITIES:

Serve as chief operating officer for the Citrus and Levy campuses; represents the college and campuses in Citrus and Levy counties; responsible for college-wide functions as assigned by the president; serves on president's staff as an executive officer of the college.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." 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 POSITIONS (Qualification Standards):

1. Education or training: Doctorate from a regionally accredited college or university required.
2. Years of experience in field: Five years' experience in progressively responsible positions, two of which must be in a supervisory capacity. Experience in community college preferred.
3. Special skills or abilities related to position: Knowledge of the programs and services offered by the community college. Knowledge of effective instructional and student support models. Ability to establish and maintain positive working relationships with staff and the community. Ability to plan and direct a comprehensive college program at regional campus locations. Ability to maintain a comprehensive budget. Ability to implement varied academic programs. Ability to communicate effectively verbally, in writing, and as a public speaker.

ESSENTIAL JOB FUNCTIONS:

1. Responsible for the on-site supervision of all campus programs within parameters of the one-college concept.

ESSENTIAL JOB FUNCTIONS (Continued):

2. Supervise facility usage, business office functions, student services, college and community projects, instructional support services and regional campus personnel.
3. Recommend, develop and supervise instructional programs working collectively.
4. Coordinate the scheduling of classes, based on a long-term plan and in coordination with the chief instructional officer.
5. Represent the college and campuses at appropriate community events.
6. Develop and implement student and co-curricular/community activities in conjunction with the college-wide program of student affairs and in coordination with the chief student affairs officer.
7. Evaluate activities of the faculty and staff, in cooperation with appropriate vice presidents.
8. Maintain a five-year plan for the Citrus and Levy campuses.
9. Implements a marketing plan as part of the college's marketing effort.
10. Assist in recruiting, admissions and registration activities. Work with special projects and groups to increase enrollment on campuses; work within college recruitment program.
11. Maintain a mechanism for procuring community input about the future of the campuses.
12. Promote cooperative efforts between the campuses and the Citrus county school system and Levy county school system.
13. Prepare and maintain budgets for the campuses.
14. Provide leadership for a major college-wide function assigned by the President.
15. Maintain an ongoing program of professional development.
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 and the president.

(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 duties as required.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.

PHYSICAL DEMANDS (Continued):

- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

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

PRIMARY LOCATION OF JOB: Citrus and Levy Campuses

SUPERVISOR OF POSITION: College President