

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: COLLEGE PRESIDENT

PAY GRADE: P

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

To serve as chief executive officer for the operation of the College of Central Florida.

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 POSITION (Qualification Standards):

1. Education or training: Education-related doctorate from an accredited institution required.
2. Years of experience in the field: Five years' demonstrated exemplary senior level postsecondary/college administrative experience required. Demonstrated experience in financial management, long-range planning, development and academic administration preferred.
3. Special skills or abilities related to position: Total commitment to a comprehensive community college philosophy and to student learning. Proven leadership skills, commitment to affirmative action and success in positive employer-employee relations.

Ability to communicate, enthusiastically and energetically, the role of the college to internal/external constituencies to achieve a sense of common purpose. Ability to provide for the common purpose. Ability to provide for the development of excellence in all college offerings through enthusiasm, vision and innovation. Demonstrated ability to assume a leadership role in involving the college in the economic growth of the community. Commitment to keep the college technologically up to date. Sensitivity to the unique needs of faculty, staff and students.

ESSENTIAL JOB FUNCTIONS:

General powers (SBER6A-14.0261):

1. Exercise general oversight of the college to determine needs and recommend improvements.
2. Advise and counsel the District Board of Trustees and recommend board action.
3. Recommend and enforce rules of the District Board of Trustees.
4. Recommend and enforce minimum standards for the operation of college programs and for student completion of instructional programs.
5. Perform duties and exercise responsibilities assigned by law, by rules of the State Board of Education, and by the District Board of Trustees.
6. Delegate authority necessary to insure that laws and rules are executed efficiently.
7. Due to the scope of responsibility of this position and the need for the college to communicate both during the work day and after regular work hours, the employee must possess a cell phone and provide the number to Human Resources and the Vice President of 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.)

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.
- 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: Building I (Founders Hall), Ocala Campus

SUPERVISOR OF POSITION: District Board of Trustees