

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: PROVOST, LEVY CAMPUS

PAY GRADE: A-3

OVERTIME STATUS: EXEMPT

### MAJOR RESPONSIBILITY:

To serve as the CEO of the Levy Campus. Under the direction of the VP of Regional Campuses, serves as liaison between the college-wide instructional and administrative offices and the Levy Campus.

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: 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 campus 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 Campus.
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 Campus in coordination with the college's enrollment management plan. Develop special projects to increase enrollment at the campus; work in collaboration with college recruitment program; supervise the business operations at the Levy Campus.
6. Coordinate, in conjunction with the office of Institutional Advancement, the cultivation of donors for the Levy Campus and submit a quarterly report on resource development activities/accomplishments.
7. Prepare and maintain budgets for the Levy Campus 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 Campus programs. Supervise preparation and submission of reports, including an annual report.
10. Supervise 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 campus.
14. Supervise staff assigned to the campus.
15. Serve as liaison between the college-wide instructional and administrative offices and the Levy Campus.
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.)

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.

PHYSICAL DEMANDS (Continued):

- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.

ENVIRONMENTAL CONDITIONS:

- Works inside an office environment.

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

PRIMARY LOCATION OF JOB: Levy Campus

SUPERVISOR OF POSITION: Vice President of Regional Campuses