

**San Jose · Evergreen Community College District
Management Job Description**

Position: President

Department: President's Office

College: Evergreen Valley College

Date: 2011

POSITION PURPOSE

As the Evergreen Valley College's Chief Executive Officer, the President is responsible for all aspects of College operations, and reports to the District's Chancellor.

NATURE and SCOPE

The President works in collaboration with the faculty, staff, and student governance groups to meet the ever-changing educational needs of an extremely diverse community and its student population. Under policies and priorities established by the Board and the Chancellor, the President is responsible for assessing, planning, implementing and evaluating the programs and services of the College to meet the educational needs of the students and the community. As the administrative leader of the College, the President plays a key role in representing the College to numerous community, business, labor, educational and governmental groups.

KEY DUTIES and RESPONSIBILITIES

1. Provide leadership to a college dedicated to addressing the needs and rights of a highly diverse, urban community.
2. Make informed decisions using sound data, fosters cohesiveness, and rallies the college around shared directions and priorities
3. Champion an institutional commitment to student equity of access and outcomes and to social justice.
4. Articulate a vision for the college that defines emerging needs and trends, lead a strategic planning process that guides new programs and services, and bring a global view and perspective to college-wide discussions and priorities.
5. Demonstrate experience in college accreditation and statewide initiatives.
6. Implement innovative programs and services to address the growing educational requirements of an increasing number of students entering the college with developmental needs.
7. Provide leadership for a significant number of capital construction and renovation projects.
8. Provide fiscally responsible leadership to manage the campus with a limited budget in a challenging fiscal environment.
9. Increase the visibility of the college in the City of San José and in Silicon Valley.
10. Develop and increase partnerships with K-12, other higher education institutions, business and industry, and the community.

11. Increase degree completion rates and improve academic programs and support services to prepare higher numbers of successful transfer students to four- year colleges and universities.
12. Expand the college's analysis of data to make informed institutional decisions.
13. Interpret program and course data to make qualified enrollment management decisions.
14. Integrate institutional priorities, program review, enrollment management, and budgeting in the shared governance strategic planning process.
15. Promote workforce development, career programs, and transfer rate.
16. Perform other duties as assign by the Governing Board.

EMPLOYMENT STANDARDS

Knowledge:

1. District organization, operations, policies, mission, and objectives.
2. Knowledge of emerging technologies and trends.
3. Principles and practices of project management, leadership, and supervision.
4. Understanding of change management, financing, and strategic planning.
5. Budget preparation, control, funding and regulations regarding use of funds.
6. Educational institution operation, related laws, regulation, public policies and administrative practices.

Ideal Characteristics:

1. An administrator who has experience in a union environment and who promotes good labor relationships at the college.
2. A self-confident, inspirational leader who will be actively involved in the life of the institution, build trust, understand both academic and student affairs, and work collaboratively to establish the direction for the college.
3. A leader with a demonstrated history in the development of innovative programs and services designed to promote student success and meet the needs of a highly diverse student population.
4. An individual with demonstrated successful experience in narrowing achievement gaps within a diverse student population.
5. An individual with a demonstrated commitment to achieving social justice.
6. An educator and scholar who inspires intellectual curiosity and academic integrity at all levels of the institution.
7. An effective communicator who supports and respects the work of all employees.

8. An individual who understands and appreciates the role of a college president in a multi-college district.

Education and Experience:

1. Master's degree from an accredited institution, doctorate preferred.
2. At least three years of progressive and successful senior administrative experience in education, higher education preferred.
3. At least three years of experience working directly with students.
4. Demonstrated competence, knowledge, sensitivity and ability to provide leadership in a complex educational environment with students from diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds.
5. Effective leadership experience working with historically underrepresented groups, and groups who may have experienced discrimination.
6. Demonstrated success integrating diversity into at least three of the major areas including supervision, evaluation, recruitment, hiring, student services, program and/or curriculum development, policies and practices, retention of women, ethnic minorities and the disabled, contracting, mentorship, staff development, and meaningful interaction with diverse students and other employees.

Working Conditions:

1. Typical office environment.

Date Approved: converted from 2011 job announcement
Salary Range: EM-1
EEO-Category: 2B1 Executive/Administrative/Managerial