



SAN JUAN COLLEGE

President

PR/1

President's Office

FLSA: Exempt

JOB SUMMARY

This position is responsible for providing the overall leadership, administration and direction for the college's comprehensive educational program in accordance with applicable federal and state legislation, policy and guidelines.

MAJOR DUTIES

- Prepares and distributes an agenda and supporting materials for all monthly Board work sessions and meetings; submits minutes for adoption by the Board; maintains official records of all Board meetings and other college records as required by law; meets with Board members to discuss college operations, strategic goals, budgetary matters, etc.
- Develops and periodically reviews and revises recommendations to the Board for comprehensive, long-range plans for the development of the college; provides the Board with needed and appropriate information regarding the college, including mid-year and annual updates of performance objectives.
- Directs the operations of the college; develops and implements administrative procedures and guidelines consistent with Board policies and applicable laws, as appropriate for the effective operation of the college; provides leadership in the recruitment and selection of appropriate faculty and staff; maintains advisory councils for each of the college's occupational programs; develops and maintains a collaborative, participative decision-making system; works with college employee's to offer quality courses with a range of delivery options to optimize student success and advance the college's completion agenda; completes capital building projects and master plans; develops and implements enrollment management, retention and marketing plans; engages in open, comprehensive, informative and two-way communication with the campus community.
- Works with the budget committee and the Executive Leadership Team to develop and submit an annual budget to the Board for approval.
- Represents the college in its dealings with governmental and regulatory agencies and is responsible for the formation of all reports required by local, state, regional and federal agencies and accreditation bodies; advocates on behalf of the college with local, state and national elected officials, agencies, and organizations; identifies, measures, sets targets and assesses improvements in all departments and committees in compliance with accreditation standards; assists in the development of local, state and national policies that are supporting of the college.
- Represents, in cooperation with the Board, the college to students and the general public, media, and

community organizations; provides citizens the opportunity for input regarding the college; serves on the local economic development board and promotes the analysis of current jobs in the county; develops and expands San Juan College programs to increase college enrollment in areas that help create local jobs; serves on a variety of community, state, and national organizations.

- Works with the Executive Director for the San Juan College Foundation to solicit major gifts, raise funds from special constituencies, and obtain corporate support from industry partners to strengthen the financial future of San Juan College.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of higher education administration.
- Knowledge of student success and completion principles.
- Knowledge of higher education finance and resource development.
- Knowledge of continuous quality improvement practices.
- Knowledge of economic development principles.
- Knowledge of long-range strategic planning.
- Knowledge of current and future trends in higher education.
- Knowledge of budget preparation and maintenance principles.
- Knowledge of accreditation standards and processes.
- Skill in the delegation of responsibility and authority.
- Skill in decision making and problem solving.
- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.
- Skill in working effectively with a wide range of constituencies in a diverse community.

SUPERVISORY CONTROLS

The Board of Trustees assigns work in terms of college goals and objectives. The supervisor reviews work through conferences, reports, and observation of college activities.

GUIDELINES

Guidelines include New Mexico Higher Education Department guidelines, Board policies, program

accreditation guidelines, open meetings laws, continuous quality improvement principles, the curriculum guide, the program review process, parliamentary procedures and college and program policies and procedures. These guidelines require judgment, selection, and interpretation in application. This position develops college guidelines.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied duties in directing the programs and operations of San Juan College. The variety of college operations and responsibilities, combined with diverse stakeholders and constituents, contributes to the complexity of the position.
- The purpose of this position is to direct the operation of San Juan College. Success in this position results in the success of the college's mission.

CONTACTS

- Contacts are typically with faculty, staff, students, college and university presidents, elected and appointed officials, donors, industry and business leaders, and members of the general public.
- Contacts are typically to give or exchange information, to resolve problems, to provide services, to justify or negotiation matters, or to motivate or influence persons.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table. The employee occasionally lifts light objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Presidential Advisor for Community Relations (1), Executive Assistant to the President (1), Vice President for Student Services (1), Vice President for Administrative Services (1), Vice President for Learning (1), Human Resources Director (1), Senior Director of Public Relations and Marketing (1), Executive Director of SJC Foundation (1), and Senior Director, Institutional Research, Planning and Grants (1).

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a doctoral degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require seven years of related experience.

VALUES STATEMENT

San Juan College is committed to serving the needs of our students through a process of continuous quality improvement. We uphold and affirm the following iCARE values:

- Innovation
- Collaboration
- Accountability
- Respect
- Excellence

STATEMENT OF UNDERSTANDING

I have read and understand the above position description. I assert that I am able to perform the essential job functions, meet the physical requirements of this position and satisfy the expectation for regular attendance.

Print Name: _____ Signature: _____ Date: _____