

GADSDEN STATE COMMUNITY COLLEGE

JOB DESCRIPTION

Position Title: Executive Vice President

Supervisor's Title: President

Job Summary: The Vice President reports directly to the President and serves as the second in command to the President. The Vice President advises the President in all matters related to leadership, management, logistics, and organizational functions. The Vice President assists in strategic planning and assists the President in leading the College in meeting institutional mission and goals.

Essential Functions:

- Assist the President with the overall leadership and development of the College.
- Assist College Deans in developing and meeting division, departmental, and programmatic goals.
- Be actively engaged in College and community activities.
- Ensure due diligence and due process in all matters brought to the President.
- Oversee development and implementation of strategic planning and assessment of operational performance, including benchmarking against peer and industry standards to ensure continuous improvement in all service areas.
- Ensure that all departments/service areas offer excellent customer service to students, employees, and other stakeholders.
- Build trusting relationships by acting with integrity, courtesy, and confidentiality, even in stressful, contentious situations.
- Maintain or increase competency by seeking new knowledge, improving skills, and updating professional competencies.
- Ensure compliance with the Alabama Community College System (ACCS), Board of Trustees, and College policies, guidelines, and procedures.
- Lead in the development of a climate that promotes and supports innovation and improved services to students and the community.
- Demonstrate initiative and hold self and others accountable.
- Complete projects as assigned and within established timeline.
- Perform duties as assigned by the President.

Required Education, Experience, Standards, and Training:

- Earned Master's degree in education, leadership, administration, or a related field from a regionally accredited institution *required*.
- Earned doctorate from a regionally accredited institution *preferred*.

- Experience in educational leadership and administration **required**.
- Administrative competencies in fiscal management, budget development and coordination, personnel supervision and evaluation, and/or strategic planning **required**.
- Experience in managing continuous compliance with state licensing/regulatory agencies, specialty accreditation, and/or institutional accreditation, e.g., Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) **required**.
- Teaching or administrative experience at the two-year college level **preferred**.
- Documented evidence of active engagement in professional, academic, and/or community activities.

Required License, Certification, or Special Credentials:

None

Other Qualifications and Job Requirements:

- Demonstrated ability to analyze data to inform decisions.
- Ability to work well with diverse populations.
- Effective interpersonal, communication, public speaking, and problem solving skills.
- Is adept in conflict resolution, team building, and promotion of strong, collaborative interpersonal relationships.
- Understanding of and commitment to the needs of students, community college mission, diversity, collegiality, and lifelong learning.
- Effective planning, organization, multitasking, and evaluation skills.
- Ability to perform tasks requiring sound judgment and decision making.

Reviewed by:

Employee Signature

Date

Supervisor Signature

Date