

**COLLIN COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

TITLE: Provost
DIVISION: President's Office
JOB TITLE CODE: 4749
FLSA STATUS: Exempt
SECURITY SENSITIVE: Yes

FUNCTION: The Provost is a member of the district's Leadership Team with executive responsibility for the day-to-day operations of the respective campus. The Provost encourages a campus climate that is consistent with the district's core values, actively participates with the academic Vice Presidents in the development and implementation of the district's academic plan and promotes the district and the respective campus through active involvement in community organizations and in the local community.

REPORTS TO: President

SUPERVISES: Executive Director LRC, Associate Dean of Evenings/Weekends (SCC), Campus Director of Child Development (CPC and SCC), Athletics Director* (CPC), Fitness Center Coordinator (SCC and PRC), Facilities Scheduling Coordinator (SCC) , and Executive Assistant.

**Note: The President holds overall organizational responsibility for directing the college district's athletics program and is the final signatory on all athletic reports, budgets and scholarships. Daily supervision of the athletics program has been assigned to the Provost of the Central Park Campus through the Athletics Director portion of the Associate Dean of Mathematics and Natural Sciences/Athletics Director position.*

MAJOR RESPONSIBILITIES

Essential Job Functions:

- 1) Serve as a member of the district's Leadership Team to plan, establish strategic goals/achievement indicators, and implement programs and services that support both the accomplishment of the district's mission and the continuation of the district's accreditation status. Promote

academic excellence, creativity, leadership, cooperation/teamwork and accountability throughout the assigned campus.

- 2) Work with the president, administrators, faculty and staff to plan, implement and evaluate the programs and services of the assigned campus, and to recommend the development and implementation of new programs and services that support the college's strategic plan. Serve as the campus liaison for the planning and development of new facilities and remodeling initiatives.
- 3) Supervise the Library/Learning Resources Centers for the respective campus, as well as the information center, fitness center/athletic facilities, and Child Development Center, where applicable. Ensure regular evaluation of assigned staff and make appropriate recommendations in accordance with college policies and procedures.
- 4) Maintain a personal and professional commitment to the success of CCCCD and its students. Recommend strategies to meet the needs of a diverse community and student body.
- 5) Develop, recommend and manage the assigned budget to ensure available dollars are effectively utilized to deliver prioritized services for the respective campus.
- 6) Serve as liaison for the assigned campus to develop and foster appropriate partnerships within the community, including local business, industry and governmental organizations, as well as area school districts.
- 7) Facilitate timely, professional communication and problem resolution strategies with internal and external groups within the assigned campus. Inform and advise the President on issues of concern.
- 8) Provide daily supervision of the plant operations personnel for the respective campus and work closely with Safety and Security personnel to ensure a safe and positive learning environment. Ensure facilities are maintained in accordance with city ordinances and appropriate State and Federal statutes.
- 9) Compose and deliver presentations for both internal and external groups. Represent the district by attending related state and national conferences and meetings.
- 10) Other duties, as assigned, that will serve to build partnerships and fulfill the college's mission and strategic plan.

MINIMUM QUALIFICATIONS
Knowledge, Skills and Abilities:

Broad knowledge of higher education policies, principles and organization.

Knowledge of policy formulation and methods of analysis to establish practical policies and provide effective guidance in decision-making.

Strong written and spoken communication skills with the ability to establish personal and professional credibility with both internal and external constituents.

Ability to actively listen and demonstrate understanding.

Ability to present ideas, facts, opinions, perceptions or technical information in a written form accurately, thoroughly, and in a manner easily understood by the intended audience.

Skills to maintain a fair and decisive leadership style with the ability to make independent judgments.

Ability to analyze and evaluate outcomes and effectiveness of projects/programs.

Ability to generate and identify opportunities to improve present programs and/or operations.

Ability to manage change within the District.

Ability to schedule, assign, delegate, monitor, and evaluate the work of assigned staff.

Ability to keep up-to-date on changes in technology and provide recommendations regarding the direction of the district's strategic plan.

Ability to safeguard sensitive or confidential information from intentional or unintentional disclosure.

Ability to meet deadlines for assigned reports and projects.

Ability to interview, select, train, supervise, and evaluate a diverse staff.

Ability to provide feedback, support and encouragement to staff.

Ability to perform all the essential functions of this job.

Education, Experience, Licenses and Certificates:

Education: A master's degree in higher education, management or related field from a regionally accredited college or university.

Experience: Five (5) years of progressively responsible managerial experience within an institution of higher education.

Licenses/Certificates: None

NOTE: This job description is not an employment agreement or contract. The President and/or designee has the exclusive right to alter this job description at any time without notice.

Employees of CCCCD are expected, as required in their specific job functions, to participate in maintaining standards required for accreditation; to participate in college task forces, activities, meetings, committees and councils; to interact and work cooperatively in order to assist students, staff, faculty and the community in the accomplishment of various goals; to represent one's self and the college in a positive, professional manner consistent with the core values which include a passion for learning, service and involvement, creativity and innovation, academic excellence, dignity and respect, and integrity; and to safeguard sensitive or confidential information from intentional or unintentional disclosure.

Employees are expected to maintain current working knowledge of policies, procedures and guidelines necessary to answer work-related questions and to provide assistance to students, staff, faculty and the general public in a timely and courteous manner. Employees are also expected to perform other duties as may be assigned by their supervisor and to contribute to the team efforts of the department and to assist the college in achieving its strategic goals.

Employees must abide by all laws, college policies and guidelines.

Collin County Community College District is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability or veteran status.