



Date: 3/14/2017
Position: President
Classification: Administrative
FLSA Status: Exempt

JOB GOAL:

To provide executive leadership that advances the college's mission, vision, and values.

GENERAL JOB SUMMARY:

The President is the chief executive officer of the college, reports directly to the Board of Trustees, and provides leadership on all areas that affect the college's operation.

ESSENTIAL DUTIES/RESPONSIBILITIES

- Serve as Chief Executive Officer of the Board, remain at all times in compliance with State, Federal and local laws, and with the policies of the Board, and decide all matters of administrative and supervisory detail in connection with the operation and maintenance of the College
- Provide leadership in initiating new procedures for accomplishing goals of the College. Specifically, responsible for developing, organizing and guiding strategic planning exercises on a college-wide basis for the purpose of long and short range goal identification and achievement.
- Be directly responsible to the Board. The President shall be expected to initiate and develop policies for the approval of the Board, and to delegate such responsibility to associates and sub-ordinates as appropriate. All authority delegated to the staff is delegated through the President; therefore, all authority and accountability of staff is considered by the Board to be the authority and accountability of the President.
- Be present for all deliberations of the Board, except those concerned with the President's contract status.
- Make appointments, promotions, demotions, and/or discharges, of all employees of the College as provided by law and the policies of the Board. The President shall further have the authority to assign, transfer and suspend employees of the College.
- The President, through the staff, shall direct, assign and assist the faculty and all other educational employees in the performance of their duties; classify, assign and control the promotion of students, and perform such other duties as the Board determines.
- Direct the work of the professional staff in the evaluation of the education programs, and upon the basis of the findings shall recommend revision, if needed, to the Board for consideration and judgment.
- Direct the preparation of an annual budget showing the estimated financial needs for the ensuing fiscal year, including recommendations for resident and non-resident tuition rates and the anticipated income from all sources, and submit the budget to the Board in accordance with the requirements of law. The President shall provide sound financial management and leadership

regarding the finances of the College, with an emphasis on maintaining the operation of the college at its current or greater capacity regardless of external factors.

- Direct the formulation of salary recommendations for presentation to the Board for its approval as deemed necessary for the continued improvement of the educational program and competitive position of the College to attract and retain highly qualified personnel.
- Exercise leadership in directing necessary studies of sites and buildings, taking into consideration population trends and the educational and cultural needs of the district to assure timely decisions by the Board and electorate regarding construction and renovation projects.
- Keep the public informed about modern educational practices, educational trends, and the objectives, achievements, needs and conditions of the College. In doing this the President must keep the College in the best public image possible by taking a very active, visible role within the community, state, and national arena as it relates to leadership within the community college movement.
- Expand the College's resources by being directly involved in, and providing leadership for, the fundraising initiatives of the College and the Kirkwood Foundation. This includes but is not limited to serving in a prominent role in order to cultivate and solicit donors, as well as serving as an ex-officio board member of the Kirkwood Foundation and executive director of the Kirkwood Facilities Foundation.
- Specific enumeration of the duties of the president as detailed above shall not act to limit the broad authority and responsibility of the office of the president.

PERFORMANCE EXPECTATIONS:

- Provide a learning program of quality and excellence in all divisions of the College and maintain an educational environment conducive to this pursuit. The President shall promote and foster the College as a community of learners, and lead the development of measures and assessments to ensure the future quality and success of the College.
- Represent the College as its President in all dealings with other colleges, social institutions, business firms, agencies of government and the general public. The President shall assume a leadership role in governmental relations, economic development and serve as an advocate for community colleges.
- Be able and willing to represent the college in a positive manner with prospective, former, and current students, clients, suppliers, the community, and state and national organizations.
- Participate in leadership and governance programs (boards of directors, trustees, governor appointments) of key constituencies on the local, state and national levels, to represent the College and general education initiatives with external organizations
- Initiate and conduct research that will lead toward more effective operation of Kirkwood Community College.
- Be a creative, energetic, self-motivated individual with strong communication skills, professional appearance, positive attitude, and demonstrated leadership and organizational skill.
- Ability to communicate clearly, concisely, logically, and coherently both verbally and in writing.
- Be current in higher education research and instructional pedagogy.
- Possess working knowledge of personal computers, general office equipment, educational software applications, and educational media equipment.
- Must have high ability to multi-task, assume responsibility, and deal effectively with conflict and exercise independent judgment when making decisions.
- Establish and maintain good working relationships with colleagues, staff, administrators, clients, and general public.
- Welcome, value, and nurture people of all backgrounds, perspectives, and experiences, as well as support and promote an environment that accepts differences and celebrates diversity.

GENERAL PHYSICAL ACTIVITIES WITH OR WITHOUT A REASONABLE ACCOMMODATION:

Position involves working in an office setting. Occasional (10-33%) standing, pushing, pulling and grasping. Frequent (34-66%) reaching and viewing a computer and other types of close visual work. Constant (67-100%) sitting, walking, repetitive motion, talking and hearing.

The statements contained herein reflect general details as necessary to describe the essential job duties/responsibilities and performance expectations of the job, which should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned.

MINIMUM QUALIFICATIONS FOR EDUCATION AND EXPERIENCE:

- Completion of an advanced degree from an accredited college or university
- Prior experience as:
 - a president for an institution of higher education, or
 - a superintendent of a k-12 school system, or
 - a minimum of five years of full time administrative experience at the dean's level or above in an institution of higher education

PREFERRED QUALIFICATIONS, LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

- Completion of a doctorate degree
- Demonstrated ability with scholarly research and professional presentations
- Teaching experience at the college level
- Ten or more years of related experience in higher education administration

INSURANCE:

The college provides a competitive compensation and benefit package, including term life, disability, health, dental and vision insurance, a flexible benefits account and contribution to a retirement program for each full-time staff member. For more information regarding Kirkwood's benefit package, please visit www.kirkwood.edu/humanres.

APPLICATION PROCESS:

A completed Kirkwood application, letter of application, and a resume listing a minimum of three professional references are required. Applicants are encouraged to submit the application electronically. Employment offer contingent upon satisfactory results on criminal background check. To access the electronic application go to www.kirkwood.edu/employment.

ALTERNATIVE APPLICATION METHODS:

Application material can be requested by contacting Human Resources, Kirkwood Community College, P. O. Box 2068, Cedar Rapids, IA 52406; (319) 398-5572. AA/EEO Employer.