



JOB DESCRIPTION

Job Title: President	FLSA: Exempt
Department: Office of the President	Date Reviewed: 5/19/2015
Security Sensitive: Yes	Grade: Ungraded
Reports To: Board of Regents	

Job Summary

The chief executive officer of Galveston College is the College President. The President's primary responsibility is to the institution. The President reports directly to the Board of Regents and is charged with academic leadership and total operation of the College within the policies directed by the Board. The President, through subordinate instructional and operational administrators, directs all activities of the College.

Essential Functions

- Works with the Board and senior leadership in formulating and advancing the vision of the institution;
- Directs and implements specific initiatives and policies adopted to achieve the mission;
- Strengthens college identity among students, faculty, alumni and general public as a whole, emphasizing the cohesive development of the general academic and technical disciplines;
- Directs the implementation of District policies and programs in the operational and educational activities of the college;
- Develops and recommends college long and short term goals and objectives, organizational structure and staffing complement;
- Develops and recommends the college budget; secures additional sources of revenue to fund capital improvements and funding strategic initiatives to further the mission of the institution;
- Promotes excellence in academic offerings; evaluates and enhances the achievements of the institution;
- Maintains and further develops mutual governmental, business, professional, social, and educational relationships which represent the interests of the service area;
- Establishes and maintains a climate which encourages the development and retention of competent personnel, high level of morale, and achievement of the college's goals;
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement;
- Other duties as assigned.

Minimum Education, Skills and Abilities

- A Master’s degree (Doctorate preferred);
- Ten years senior level administrative experience at the collegiate level;
- College level classroom teaching experience;
- An understanding of diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students;
- Ability to provide vision and leadership; implement sound fiscal judgment to advance the institution, ability to work effectively with diverse constituencies; possess outstanding communication skills and the ability to formulate a clear academic philosophy;
- Ability to maintain a strong commitment to openness and consensus building, consistent with the governance among the administration, faculty and staff;
- Ability to attract, develop, and retain outstanding faculty and administration;
- Ability to generate a creative and entrepreneurial approach to problem solving.

Work Environment

- Works primarily in a climate controlled environment with minimal safety/health hazard potential. Mobility within an office and field environment.

Special Requirements

- Subject to criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? _____

Signature

Date