

EASTERN WYOMING COLLEGE

CLASS SPECIFICATION TITLE: PRESIDENT

<u>BAND</u>	<u>GRADE</u>	<u>SUBGRADE</u>	<u>FLSA STATUS</u> Exempt
<u>CLASS SUMMARY:</u>			
<p>This class is the third of three levels in the Executive Leadership series. The incumbent is responsible for the strategic leadership of the College. Responsibilities may include; determining the strategic direction for academic and administrative departments; ensuring all programs and initiatives align with the overall mission and goals of the College; and leading the Board of Trustees on all matters of significance to the College.</p>			

<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties are a representative sample; position assignments may vary.)	<u>FRE- QUENCY</u>	<u>BAND/ GRADE</u>
1. Directs and oversees division deans, department managers, and other managerial staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary decisions.	Daily 20%	
2. Provides leadership and oversight in directing the academic and administrative operations for the College, which includes planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, standards, and/or service offerings; ensuring compliance with Federal, State, and Local laws, regulations, codes, and/or standards; and coordinating activities between multiple departments or functions.	Daily 25%	
3. Provides leadership for institutional planning, including development of the vision and mission, strategic plans, budgets, and/or other applicable items.	Daily 15%	
4. Establishes College goals in line with Board priorities; ensures Board policies are reviewed, followed, and developed to meet the needs of the College; monitors and informs the Board on progress towards goals and priorities, including evaluation of continual improvement of programs and services.	Weekly 15%	
5. Develops and maintains internal and external relationships; participates in/on a variety of meetings, committees, task forces, and/or other related groups to communicate information regarding services, programs, areas of opportunity, and/or other information; represents the College on external committees, advocacy groups, and/or other related groups.	Daily 15%	

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TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)		FRE- QUENCY	BAND/ GRADE
6.	Represents the College in a wide array of public interactions and community relations activities. Initiates, develops and cultivates relationships with community leaders and a variety of public, private, and community-based organizations to improve educational services for citizens and community understanding of the mission and vision of the College.	Weekly 10%	
7.	Performs other duties of a similar nature or level.	As Required	N/B

TRAINING AND EXPERIENCE (positions in this class typically require):
 Doctorate (PhD or EdD) from an accredited college or university; and ten or more years of progressively responsible management experience.

LICENSING REQUIREMENTS (positions in this class typically require):

- Valid Driver's License

KNOWLEDGE (position requirements at entry):
 Knowledge of:

- Leadership and managerial principles;
- Budgeting principles and practices;
- Educational planning and assessment principles and practices;
- Advanced educational theories and principles associated with post-secondary educational institutions;
- Strategy development principles and procedures;
- Policy and procedure development and administration principles and practices;
- Strategic management principles and practices;
- Program management and development principles;
- Higher education administration principles and practices.

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SKILLS (position requirements at entry):

Skill in:

- Directing and providing leadership to college staff;
- Providing strategic organizational leadership;
- Directing, monitoring, and evaluating Collegiate policies and procedures;
- Planning, coordinating, and implementing college-wide components and activities;
- Overseeing the development of educational programs;
- Directing community outreach efforts;
- Planning, analyzing, and evaluating programs and services, operational needs, and fiscal constraints;
- Overseeing the development, management, and compliance of budgets;
- Communicating (orally and in writing) information, data, and opinions to inform, influence, and/or persuade a wide variety of individuals and audiences.

PHYSICAL REQUIREMENTS:

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

CLASSIFICATION HISTORY:

Draft prepared by Fox Lawson & Associates, LLC (CC)

Date: (08/09)

EASTERN WYOMING COLLEGE

CLASS SPECIFICATION TITLE: VICE PRESIDENT

<u>BAND</u>	<u>GRADE</u>	<u>SUBGRADE</u>	<u>FLSA STATUS</u> Exempt
<u>CLASS SUMMARY:</u>			
<p>This class is the second of three levels in the Executive Leadership series. Incumbents are responsible for the overall management of college-wide administrative and academic functions. Responsibilities may include; developing the overall goals, policies, and objectives of the assigned area; developing long-term strategy; managing external relations to improve and increase the College's visibility and reputation; and determining the overall budget and allocation of resources to multiple departments, programs, and functions.</p>			
<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties are a representative sample; position assignments may vary.)			<u>FRE- QUENCY</u>
1.	Directs and oversees staff which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.		Daily 20%
2.	Provides leadership and oversight in directing the implementation of internal operations for an assigned area which has broad depth and scope, which includes planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, standards, and/or service offerings; ensuring compliance with Federal, State, and Local laws, regulations, codes, and/or standards; and coordinating activities between multiple departments or functions.		Daily 25%
3.	Provides leadership in the design, strategy, implementation, and assessment of goals, policies, objectives, and activities related to administrative and academic functions.		Daily 15%
4.	Develops and maintains internal and external relationships; participates in/on a variety of meetings, committees, task forces, and/or other related groups to communicate information regarding services, programs, areas of opportunity, and/or other information; represents assigned academic area on committees, advocacy groups, and/or other related groups.		Daily 15%
5.	Prepares and administers budgets and grants; prepares cost estimates for budget recommendations; reviews and approves justifications for budget items; oversees the monitoring and control of expenditures.		Weekly 10%

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CLASS SPECIFICATION TITLE: VICE PRESIDENT

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)		FRE- QUENCY	BAND/ GRADE
6.	Directs and reviews a variety of multi-faceted information, data, and reports; makes recommendations based on findings.	Daily 15%	N/B
7.	Performs other duties of a similar nature or level.	As Required	

TRAINING AND EXPERIENCE (positions in this class typically require):
Master's degree from an accredited college or university in education, administration, or related field; and progressively responsible management experience. Doctorate degree may be required depending on area of assignment.

LICENSING REQUIREMENTS (positions in this class typically require):

- Valid Driver's License
- Principal Designated School Official

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POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

Positions assigned to Learning may be responsible for:

- Reviewing and approving courses, programs, policies, and other related items;
- Planning and assessing program resource needs;
- Assessing education and curriculum delivery processes and initiatives;
- Evaluating the quality of instruction.

Positions assigned to Business Services may be responsible for:

- Managing and administering financial systems;
- Approving all purchases and disbursements;
- Monitoring accounting, budgeting, and reporting activities;
- Representing the College in fiscal matters to internal and external interests.

Positions assigned to Institutional Effectiveness may be responsible for:

- Overseeing institutional research pertaining to enrollment, compliance, and related institutional requests;
- Coordinating College-wide strategic planning initiatives;
- Managing accreditation compliance, reports, and initiatives;
- Leading special projects, as requested by the President.

Positions assigned to Student Services may be responsible for:

- Utilizing and enforcing the EWC Student Code of Conduct;
- Coordinating professional growth opportunities for staff;
- Contracting for services when purchasing major programming items;
- Researching higher educational student services trends and materials.

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KNOWLEDGE (position requirements at entry):

Knowledge of:

- Leadership principles;
- Program development and administration principles and practices at a College-wide level;
- Higher education administration principles and practices;
- Advanced principles and practices in assigned area of responsibility;
- Applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes;
- Budgeting principles;
- Strategic planning principles;
- Policy and procedure development practices.

SKILLS (position requirements at entry):

Skill in:

- Directing and providing leadership to lower level staff;
- Directing, monitoring, and evaluating Collegiate policies and procedures;
- Planning, coordinating, and implementing college-wide components and activities;
- Developing, managing, and administering budgets;
- Interpreting and applying applicable laws, rules, and regulations;
- Analyzing academic and administrative projects, programs, and processes for areas of improvement;
- Preparing a variety of reports;
- Communicating (orally and in writing) information, data, and opinions to inform, influence, and/or persuade a wide variety of individuals and audiences.

PHYSICAL REQUIREMENTS:

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

CLASSIFICATION HISTORY:

Draft prepared by Fox Lawson & Associates, LLC (CC)

Date: (08/09)

EASTERN WYOMING COLLEGE

CLASS SPECIFICATION TITLE: ASSOCIATE VICE PRESIDENT

<u>BAND</u>	<u>GRADE</u>	<u>SUBGRADE</u>	<u>FLSA STATUS</u>
			Exempt
<u>CLASS SUMMARY:</u>			
This class is the first of three levels in the Executive Leadership series. Incumbents are responsible for providing complex and senior level direction to the activities of a significant College program, department, or service offering impacting a large area and range of services.			

	<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties are a representative sample; position assignments may vary.)	<u>FRE-QUENCY</u>	<u>BAND/ GRADE</u>
1.	Directs and oversees staff which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.	Daily 20%	
2.	Directs the implementation of activities and operations of a significant College program, department, or service offering impacting a large area and range of services, which includes planning, coordinating, administering, and evaluating programs, projects, student retention, strategic planning, processes, policies, procedures, systems, standards, and/or service offerings; developing academic assessment strategies; ensuring compliance with Federal, State, and Local laws, regulations, codes, and/or standards; and coordinating activities between multiple functions.	Daily 20%	
3.	Directs and participates in the preparation, review, interpretation, and analysis of various complex and multi-faceted information, data, forms, schedules, calendars, surveys, and reports; makes recommendations based on findings.	Daily 15%	
4.	Develops and maintains internal and external relationships; participates in/on a variety of meetings, committees, task forces, and/or other related groups to communicate information regarding services, programs, areas of opportunity, and/or other information; conveys department information through presentations; represents assigned academic area on committees, advocacy groups, and/or other related groups.	Weekly 15%	
5.	Prepares and administers a budget; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures.	Weekly 10%	
6.	Performs other duties of a similar nature or level.	As Required	N/B

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TRAINING AND EXPERIENCE (positions in this class typically require):

Master's degree from an accredited college or university in education, administration, or related field; progressively responsible administrative experience, including management experience.

LICENSING REQUIREMENTS (positions in this class typically require):

- Valid Driver's License

POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

Positions assigned to Outreach and Learning may be responsible for:

- Approving course requests, registrations, and budget requests;
- Advising leadership teams and division chairs;
- Planning content for board meetings;
- Meeting with representatives at outreach sites;
- Advocating for Outreach at main campus meetings and executive leadership meetings.

KNOWLEDGE (position requirements at entry):

Knowledge of:

- Managerial principles;
- Program development and administration principles and practices at a College-wide level;
- Advanced principles and practices in assigned area of responsibility;
- Higher education administration principles and practices;
- Applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes;
- Budgeting principles;
- Strategic planning principles;
- Policy and procedure development practices.

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SKILLS (position requirements at entry):

Skill in:

- Monitoring and evaluating the work of subordinate staff;
- Prioritizing and assigning work;
- Directing, monitoring, and evaluating administrative programs at a College-wide level;
- Planning, coordinating, and implementing program components and activities;
- Researching, analyzing, and applying relevant information to the development of departmental processes and programs;
- Interpreting and applying applicable laws, rules, and regulations;
- Preparing a variety of reports;
- Managing and administering a budget;
- Communicating (orally and in writing) information, data, and opinions to inform, influence, and/or persuade a wide variety of individuals and audiences.

PHYSICAL REQUIREMENTS:

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

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