



# Southwestern Michigan College

## Board Policy – Staff Personnel

### Individual Job Descriptions - President

Last Reviewed	Last Updated	Effective Date
02/20/2012	02/20/2012	

## DIVISION II – STAFF PERSONNEL

### II.4 INDIVIDUAL JOB DESCRIPTIONS

#### II.4.1 President

**Date:** February 20, 2012

**Reports To:** Board of Trustees

**Class:** Full-Time Administration (FA)

**Department:** President's Office

**FLSA:** Exempt

**Position Summary:** The President of the Southwestern Michigan College is the chief executive and administrative office and is responsible to the Board of Trustees. The President will execute all administrative duties in connection with the operation of the College. The President shall:

#### Essential Duties and Responsibilities:

- Have general responsibility for the operation of the College.
- Make policy recommendations to the Board of College operations.
- Prepare a preliminary draft of the annual budget to submit to the Board of Trustees and recommend necessary budget changes throughout the year.
- Employ, reclassify or dismiss College employees.
- Make recommendations regarding maintenance and improvements in buildings and grounds, including new facilities and equipment as needed.
- Stimulate and direct introduction of new programs and the planning of curriculum and program development.
- Be responsible for development and recommendations of policies pertaining to personnel, including salary schedule.
- Be responsible for public information concerning the administration and student activities of the College.
- Promote the cultural activities and public relations of the College, serving as host on appropriate occasions to individuals or groups, both within and outside the College.

- Consult with faculty and administrative personnel on problems relating to their responsibilities.
- Participate in local, state, regional and national organizations devoted to improvement of education, and especially the community college.
- Be responsible for the formulation and transaction of reports required by the governmental and educational authorities.

**Job Specifications:**

- Master's degree with at least 5 years' experience directly related to the duties and responsibilities specified. Doctorate degree strongly preferred.

**Knowledge, Skills and Abilities****Knowledge Of:**

- Budget preparation and fiscal management.
- Examining and re-engineering operations and procedures, formulation policy, and developing and implementing new strategies and procedures.

**Skills:**

- Strong interpersonal and communication skills.
- Ability to supervise employees.
- Ability to foster a cooperative work environment.

**Ability:**

- Dexterity of hands to operate a computer keyboard as well as seeing to read and review materials for accuracy.
- Hearing and speaking to exchange information with students, staff and public.
- Ability to sit or stand for long periods of time.

**Working Conditions:****Environment:**

Office environment.

Constant interruptions and distractions.