Job Posting
Date of Posting: 09/22/2015
End Date: Until Filled

President of Cisco College

Cisco College is accepting resume packages for the position of President. This position requires at least five years’ experience in an upper level administrative position in the college setting; ability to assume authority, delegate with confidence, and understand the complete institutional responsibility; ability to collaborate effectively with all college personnel; excellent written and verbal communication skills; and commitment to and advocate for the community college philosophy. A Doctor’s Degree is preferred.

The President serves as the chief executive officer and provides the leadership necessary to ensure that there is a central focus on student learning and student success while carrying out the College Mission. This position reports directly to the Board of Regents and makes recommendations to the Board concerning College policies. **The President will reside in the College Tax District and will support the College through participation in both community and college events and organizations.** The salary range for this position is $130,000 to $145,000. Resume packages will be accepted until the position is filled. (The requirements for a complete resume package must include a letter of application, completed and signed Cisco College application, unofficial transcripts, professional resume and/or curriculum vitae, written philosophy of educational leadership and five professional references with phone numbers. Incomplete packages will not be processed.)

Complete resume packages may be submitted via email or mail to:

Pam Page
Director of Human Resources
Cisco College
101 College Heights
Cisco, Texas 76437
Office: 254-442-5121
pam.page@cisco.edu

Cisco College is an Equal Opportunity Employer
Cisco College
Job Description

Job Title: President
Reports to: Board of Regents
Updated: December 30, 2014

Job Summary

Consonant with the tradition of American higher education, the president of Cisco College advises the governing board on all matters affecting the general welfare of the College district. The president serves as the official representative and spokesperson for the College in all relationships with the various governmental jurisdictions and with such other bodies as the College may have occasion to be associated. As chief executive officer of the College district, the president is authorized to organize the College into administrative and instructional units and to assign or reassign personnel. The president is responsible for the overall strategic planning and intended outcomes for the College in conjunction with the executive council and assures effective implementation. The president faithfully executes all policies required by statute and/or adopted by the Board of Regents.

It is expected that the President will accomplish assigned duties in an efficient, effective and competent manner, and will strive for improvement and excellence in all work performed. Additionally, this individual must demonstrate a commitment to the comprehensive role of the community college as described in the Cisco College mission statement. The President must cooperate and work harmoniously with college personnel and the public, and must follow all College policies, rules and regulations as they relate to this position. The President will reside within the College Tax District and must support the College through participation in both community and college events and organizations.

Primary Duties

1. Prepare the board meeting agenda as directed by the Board of Regents President; attend all meetings except at the discretion of the Board. Serve as their professional advisor in matters pertaining to the organization and operations of the College.
2. Administer the College in conformity with the approved policies and guidelines of the College Board, the rules and regulations of the Texas Higher Education Coordinating Board and the Southern Association of Colleges and Schools, and applicable law.
3. Develop administrative principles and procedures for implementing Board policy and proper functioning of the College.
4. Recommend policies to the Board for deliberation, including evidence upon which to base decisions.
5. Recommend the organizational structure of the College.
6. Recommend staff, faculty and other professional personnel to the Board for appointment, extension of contracts, renewal or non-renewal of contracts, and dismissal.
7. Assign personnel to respective assignments, define duties, and approve change of assignment of personnel within the College.
8. Recommend administrative personnel to the Board for appointment, extension of contracts, demotion, transfer, renewal or non-renewal of contracts and dismissal.
9. Approve the appointment, demotion, transfer, or dismissal of classified personnel and inform the Board of such action.
10. Recommend courses of study, curricula, student activity programs, and other educational and community services to the Board for approval.
11. Coordinate the work of all school personnel and establish necessary procedures for evaluating and improving their work.
12. Submit to the Board a recommended annual budget, amended budgets and transfer of funds as requested.
13. Recommend salary schedules for approval of the Board and approve deviation from salary schedules.
14. Represent the college at educational meetings and before legislative bodies and agencies.
15. Participate in meetings and activities in an effort to influence the development of local, state, and national educational policies in harmony with Cisco College Mission, philosophy and goals.
16. Represent Cisco College to external constituencies, the general public and official local, state and federal organizations and agencies.
17. Ensure proper expenditure and accounting of College funds.
18. Establish procedures for recruiting and employing new personnel.
19. Communicate information requests to the Board and prepare, or cause to be prepared, such information in a timely manner for distribution to all Board members.
20. Ensure compliance of the intercollegiate athletics program with accreditation and regulatory guidelines.
21. Responsible to the Board for ensuring the College consistently participates in planning and evaluation through a process of assessment of student learning and institutional effectiveness.
22. Serve as chair of the Executive Council monitoring the overall progress of all aspects of the College, including annual consideration of the stated mission and College goals.
23. Perform other duties as the Board may assign.

Direct Supervision

- Vice President for Instruction
- Vice President for Student Services
- Provost Abilene Educational Center
- Director of Athletic Programs
- Director of Campus Maintenance & Physical Plant
- Dean of Business Services
- Executive Assistant to the President & Board of Regents
- Executive Director of Institutional Research, Institutional Effectiveness, and Strategic Planning
- Executive Director of Information Technology

Preferred Qualifications

1. Five years of experience in an upper level administrative position in the two-year college setting.
2. Expertise in budgeting, financial management and personnel management.
3. Ability to assume authority, delegate with confidence to subordinates, and grasp complete institutional responsibility.
4. Leadership ability along with an understanding of issues confronting modern community colleges.
5. Experience developing, organizing, and successfully implementing new educational programs, projects, or curriculum.
6. Ability to collaborate effectively with members of the community, business and industry leaders, faculty, staff and administration.
7. Doctorate degree from an accredited institution of Higher Education preferred.