

RIVERSIDE COMMUNITY COLLEGE DISTRICT ACADEMIC MANAGEMENT POSITION DESCRIPTION

JOB TITLE: President

BASIC FUNCTION: Under the direction of the Chancellor, Riverside Community College District, the President serves as Chief Executive Officer of the campus, leads the overall academic and student services direction, ensures sound fiscal and facilities management, and implements district policies and procedures. The President provides leadership and advocacy for the campus, is supportive of and participates in district and campus participatory processes, is responsible and directly accountable for all campus operations and is a district team member on the Chancellor's executive cabinet.

SUPERVISORY RESPONSIBILITIES: Supervises and directs Vice Presidents, classified staff and other administrators as applicable.

REPRESENTATIVE DUTIES:

Leadership, Governance and Advocacy

1. Advocate shared governance and promote collegiality, staff cohesiveness and respect among all the college constituencies.
2. Foster a positive image of the college by promoting its accomplishments and developing appropriate marketing strategies to enhance the special relationship between the college and the community.
3. Appreciate and promote the importance of the college campus as an educational and cultural center for the community and especially understanding the college's role in building bridges to the community.
4. Maintain and develop effective partnerships with business, industry, cultural organizations and government.
5. Initiate and maintain community relationships with the campus, promote programs to the public and develop local support groups.
6. Represent the campus at social, professional, and political events to maintain the campus's presence and involvement in the community.
7. Serve as an advocate for the campus locally, statewide, nationally and globally and articulate the mission of the campus and California Community Colleges.

Instruction and Student Services

8. Plan, organize, coordinate and direct the educational programs and activities of the campus in accordance with the District plan and the policies of the Board of Trustees; perform leadership duties in the administration of the campus; supervise and evaluate the performance of assigned staff.
9. Promote and support an excellent environment for teaching, learning and student success and encourage creativity and innovation in instruction and student services.
10. Promote the campus commitment to strong programs in baccalaureate transfer, career/technical, supplemental, continuing education and personal enrichment.
11. Promote student transfer as one priority for the campus.
12. Promote career and technical education for workforce training as a priority for the campus. Continue development of skills students need to maintain workplace standards of performance
13. Take steps to ensure that progress continues to be made in improving the full-time faculty to student ratio.
14. Meet the needs and demands of a growing and diverse student body and anticipating the needs of the community by initiating innovative programs and curricula.

15. Support an increase in student enrollment by utilizing a comprehensive recruitment and retention strategy while providing oversight for course schedule management to meet the changing needs of a diverse student body.
16. Advocate open access and student support programs needed for students at risk and propose ways to improve the success of under-prepared students while maintaining academic standards.
17. Enhance the integrated Basic Skills Program by advocating for the needs of basic skills students across campus and supporting learning communities, success centers, faculty development and grant opportunities.
18. Support comprehensive Distance Education Programs and advocate for the effective use of technology in education.
19. Build and strengthen cooperative partnerships with local school districts to increase understanding of community college options and provide a bridge for transition students.

Human Resources

20. Review the campus organization and staffing with the goal of creating a streamlined, effective, and responsive organization.
21. Understand and appreciate labor relations with the faculty and support staff associations based on knowledge and experience in collective bargaining and conflict resolution.
22. Support professional growth and development of all employees.
23. Provide leadership and commitment to diversity and equal employment opportunity that leads to a culture reflective of the community.

Planning, Administration and Resource Management

24. Work with District personnel in developing fundraising opportunities.
25. Identify and support grant opportunities for the campus.
26. Keep institutional planning and research current and viable.
27. Provide experience and leadership in the continuing development of the strategic planning process and the academic and facilities master plans that drives the budget process, resource allocation, future development and facilities planning.

Other

28. Serve as a member of the Chancellor's Executive Cabinet.
29. Serve as a member of the Management Association.
30. Maintains an understanding of current ideas, research and practices pertaining to the area of responsibility for this position, through continued study and participation in professional organizations.
31. Perform other related responsibilities as may be assigned.

EDUCATION: Masters required. An earned doctorate from an accredited institution of education preferred.

EXPERIENCE: Senior administrative experience in progressively responsible positions—as well as teaching experience in higher education.

LICENSES/CERTIFICATIONS REQUIRED: None

KNOWLEDGE OF: Administrative procedures and practices at the community college level. Knowledge of and/or experience in administering/supervising/facilitating middle college high school partnerships.

ABILITY TO: Create strong ties with and play a visible role in the community; understand and work effectively in a multi-college system; champion the creation of an educational environment which focuses on the quality of teaching and ensures that classes are transferable; work in a multi-cultural and diverse region and has a commitment to hiring a diverse staff and faculty; build successful partnerships with K-12 districts, local government and the business community; promote and champion vocational training and occupational/career programs; support shared governance and listen to the concerns of faculty, students and staff and engage in meaningful discourse in order to create an environment conducive to higher education and lifelong learning; be a confident leader with an innate sense of honesty, integrity, and fairness; be a fiscally responsible strategic planner with experience managing large budgets; balance competing interests for available financial resources; communicate effectively both orally and in writing; work effectively with faculty and staff in the implementation of collective bargaining agreements; and provide strong leadership.

OTHER: Personal characteristics necessary for working with students, faculty, classified staff, administrative colleagues and the community, including good judgment, tact, diplomacy, sense of humor, and strength of character to put forth ideas which are innovative and deserving of consideration by the institution's community.

Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (E.C. 87360a).

CONTACTS:

WORKING CONDITIONS: Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.