CAFE FEAR COMMUNITY COLLEGE

PROVOST (NORTH CAMPUS)

**DEFINITION**

To provide leadership for all instructional and operational activities on the North Campus. To direct, supervise, and coordinate various educational programs and activities at the North Campus, to coordinate supervision and management of continuing education, curriculum courses and ancillary activities offered at the North Campus; to coordinate assigned activities with other college departments, divisions, and outside agencies; and to provide administrative support to the Vice President of Instruction.

**SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Vice President of Instruction.

Exercises direct supervision over The North Campus Operations.

Exercises indirect supervision of all Curriculum, Continuing Education and ancillary activities at the facility.

**ESSENTIAL AND OTHER IMPORTANT FUNCTION STATEMENTS** - Essential and other important responsibilities and duties may include, but are not limited to, the following:

**Essential Functions:**

Manage and participate in the development and implementation of goals, objectives, policies, and priorities for the North Campus and recommend, within departmental policy, appropriate service and staffing levels; recommend and administer policies and procedures.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the Vice President of Instruction.

Select, train, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures if occasion may arise.

Develop and administer the North Campus annual budget; project the funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.

Coordinate with the Vice President of Instruction in the development and administration of the North Campus annual budget.

Coordinate with the various Campus Departments to assure that material and supply needs are met to facilitate the cohesive operation of all relevant Campus activities.
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Essential Functions (continued)

Continuously monitor the Campus for maintenance needs and notify appropriate staff of any deficiencies.

Coordinate with the various areas of the Campus to facilitate the functionality of all facilities.

Respond to student inquires and concerns involving relevant items at the North Campus.

Provide an atmosphere whereby the North Campus may participate in the total College mission in meeting the Educational needs of our client groups.

Provide a base for the scheduling functions of the College as it relates to Curriculum, Continuing Education, meetings and off campus groups.

Perform related duties and responsibilities as required.

QUALIFICATIONS:

Knowledge of:

Modern principles and practices of community college administration.

Organizational and management practices as applied to the planning, analysis and evaluation of programs, policies and operational needs.

Fundamentals and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.

Pertinent Federal, State, and local laws, codes and regulations.

Principles and procedures of program development and administration of instructional services.

Ability to:

Apply college policies, procedures, rules and regulation.

Select, supervise, train and evaluate assigned staff.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Prepare and analyze administrative and statistical reports, statements and correspondence.
Gain cooperation through discussion and persuasion.

Oversee and administer budgets.

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Ability to (continued):

Maintain effective audio-visual discrimination and perception needed for:
- making observations
- communicating with others
- reading and writing
- operating assigned equipment.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
- sitting for extended periods of time
- operating assigned equipment.

Maintain mental capacity which allows the capability of:
- making sound decisions
- evaluating the effectiveness of personnel and programs
- demonstrating intellectual capabilities.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work including college and government officials, community groups, and the general public.

Education and Experience:

Master’s Degree from an accredited institution (preferably in an area of adult educational administration)

At least five years in educational administration.