CAPE FEAR COMMUNITY COLLEGE

EXECUTIVE VICE PRESIDENT

DEFINITION

To plan, direct and review the activities and operations of Instruction, Student Development, Institutional Services, and Institutional Development, including the support services provided by those major divisions; to plan and assign coordination of all assigned College functions and support services; to coordinate financial services necessary to support assigned activities with the Vice President of Business Services; and to provide highly responsible and complex administrative support to the President.

SUPERVISION RECEIVED AND EXERCISED

Reports to and receives general policy and administrative direction from the President,

Provides direct supervision over management, faculty, professional, and secretarial/clerical/maintenance/housekeeping personnel through Vice Presidents of Instruction, Student Development, Institutional Services, and Institutional Development. Coordinates with Vice President of Business Services for coordination of financial and support services provided by that office.

ESSENTIAL FUNCTIONS

Responsible for overall coordination and effective day-to-day operation for College services and activities including Instruction, Student Development, Institutional Services, and Institutional Development.

Interpret and apply federal, state, and local laws, regulations, policies, and procedures as they pertain to various assigned services and activities.

Require rigorous adherence to all core requirements and comprehensive standards required for accreditation by the Commission on Colleges of the Southern Association of Colleges and Schools, by all personnel in applicable program and service areas.

Recommend and evaluate College employees in all assigned programs and activities, necessary to effective personnel administration in pursuit of best practices in respective job assignments and to establish high standards for quality in all College operations.

Develop and oversee budget forecasting and allocation of appropriations for staff positions, equipment, materials, and other costs within assigned College activities and services, including development and annual extensions of a multi-year equipment plan.

Approve/disapprove necessary expenditures for staff, equipment, materials, and other costs necessary for the effective operation of assigned college services and activities in
keeping with approved College goals, objectives, and applicable regulations, policies, and statutes, including: out-of-state travel requests; part-time contracts exceeding more than 25 hours per week due to short-term special circumstances; contracts for performing artists/speakers, use of medical facilities, use of CFCC facilities by external groups, etc; approval of equipment acquisitions and disposal; construction reimbursement requests; state budget revisions; state monthly budget report and voucher registers; budget transfers from state budget reserve; food and hospitality requests from vending receipts; requests for student trips and other student related expenses from bookstore receipts; etc.

Respond to issues and concerns pertaining to the scope of assigned responsibilities according to established College policies and procedures, including resolving difficult and sensitive student inquiries and complaints, and recommend changes in those policies and procedures as may be needed over time.

In the absence of the President, make decisions ordinarily made by the President as may be required to respond on a timely basis to matters requiring immediate attention, briefing the President, as soon as practical, of such matters and the steps taken.

**OTHER IMPORTANT FUNCTIONS**

Maintain awareness of and oversee implementation of community college best practices and state-of-the-art movements in instruction, student development, institutional services, institutional effectiveness, and related support services.

Present information and reports to the President, Board of Trustees, and other college constituencies.

Represent the College to the community and external organizations.

Perform other duties and responsibilities as required and/or assigned by the President.

**EXPERIENCE**

Seven years of increasingly responsible and successful experience in academic and administrative support services in a community college or similar academic setting.

**EDUCATION**

A master’s degree from a regionally accredited college or university with major coursework in education, business, or public administration, or a related field is required. A doctoral degree from a regionally accredited institution is preferred.