

PROVOST, PALESTINE CAMPUS

GENERAL STATEMENT:

Serves as campus administrator for the Palestine Campus; Provides supervision for all academic programs, occupational programs, and physical facilities on the Palestine Campus; Supervises all professional and classified personnel.

REPORTS TO:

Vice President of Instruction

OCCUPATIONAL GROUP:

Administration

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Master's degree required.

LICENSE OR CERTIFICATION:

Proficiency in: Microsoft Office (Outlook, Excel, Word, PowerPoint) Windows. Excellent interpersonal skills, as well as the ability to communicate effectively written and verbally.

EXPERIENCE:

Three (3) to five (5) years in administration; Community college experience preferred.

OTHER:

None

DUTIES AND RESPONSIBILITIES:

- Coordinate the academic, occupational, and continuing education programs in cooperation with the appropriate division chairperson, dean, campus provost, assistant vice president, vice president of instruction, and other administrators.
- Assist the vice president of instruction and the president in evaluating personnel employed on the Palestine Campus and recommend the employment, assignment, or dismissal of personnel.
- Supervise all instructional programs, all teaching personnel, and all non-teaching personnel at the Palestine Campus.
- Prepare class schedules in cooperation with the vice president of instruction.
- Prepare the budget in cooperation with the vice president of instruction.
- Provide leadership in organizing and meeting with the various occupational committees.
- Remain alert to the community's educational needs.
- Maintain visibility in the community and promote a positive public image of TVCC.
- Other duties as assigned by the vice president of instruction or the president.

PHYSICAL REQUIREMENTS:

- Within the general range of an office or classroom environment.

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The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

All TVCC positions are security sensitive and require a criminal background check.

Approved: 02/08/95

Revised: 06/09/11

JD157