

PROVOST, TERRELL CAMPUS

GENERAL STATEMENT:

Serves as campus administrator for the Terrell Campus; Provides supervision for all academic programs, occupational programs, and physical facilities on the Terrell 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 in a teaching discipline or appropriate education program.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Five (5) years work experience in the area of higher education. Experience in the supervision of teaching personnel 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 Terrell Campus and recommend the employment, assignment, or dismissal of personnel.
- Supervise all instructional programs, teaching personnel, and non-teaching personnel at the Terrell Campus.
- Prepare class schedules in cooperation with the vice president of instruction.
- Prepare the budget in cooperation with the vice president of instruction.
- Supervise all areas related to the campus including maintenance of physical plant and grounds.
- Provide leadership in organizing and meeting with various occupational committees.
- Remain alert to the community's educational needs.
- Maintain visibility in the community and promote a positive public image of the College.
- Other duties as assigned by appropriate supervisory personnel

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

Approved: 02/08/95

Revised: 03/22/07

JD162