

**Family: Executive/Chief Officers**

**Level: EX1**

**Position Profile Title: Executive 1-President**

**Salary Grade: 99**

**Salary Range:**

**Minimum: \$0.00**

**Maximum: \$1,000,000.00**

**PROFILE SUMMARY:**

The position in this job profile is the chief executive and administrative officer of the University. The President works in close collaboration with the Board of Trustees and with internal and external constituencies to provide overall leadership and direction for the University. The President fosters and builds upon the existing strengths and traditions of the University to provide the personal and professional leadership to guide its future course. The President leads the human and financial resources of the University to advance its role and standing in higher education throughout the world.

**DISTINGUISHING CHARACTERISTICS:**

The distinguishing characteristic of the Executive 1-President profile is the chief executive and administrative officer of the University.

**PRIMARY POSITION RESPONSIBILITIES:**

1. Leads the university forward by identifying opportunities and developing and implementing a strategic vision that ensures implementation of the university's mission.
2. Assures that the university's finances are managed and revenue streams are developed and grown to support the achievement of the strategic vision of the university; develops and presents an annual operating budget to the Board of Trustees for approval; oversees implementation of the annual budget.
3. Promotes and encourages the university's role in economic development, research, and the development of global competence in students and the community.
4. Promotes and maintains effective communication with all constituencies, both internal and external; serves as the primary liaison between the university, and Government Agencies and leaders.
5. Assures effective partnership and communication with members of the Board of Trustees by consulting board committees and individuals during the development or clarification of current policy or strategic direction, ensuring open and thoughtful consideration of all views during board deliberations, clearly communicating senior leadership's position on issues at hand, responding to board inquiries, and carrying out board initiatives, policies, or programs (University Governing Policies) through development and implementation of Operating Policies.

**PROBLEM-SOLVING AND DECISION-MAKING:**

Problems are highly varied, complex and often non-recurring; require novel and creative approaches to resolution. New concepts and approaches may have to be developed.

Decisions have significant, broad implications for the management and operations of the entire university; makes decisions on the University Strategic Plan and direction of the university.

Decisions impact:

- Entire University
- Functions across the University
- Department
- Direct team
- Donors and Alumni

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- Student/Parents
- Other External Agencies and Institutions

**ACCOUNTABILITY:**

Results are defined by university mission, vision and strategies. Incumbent sets own goals and determines how to accomplish results with few or no guidelines to follow.

Supervises work other executive leadership and professional faculty, including assigning, planning and reviewing work.

Develops the University budget.

**RELATIONSHIPS WITH OTHERS:**

Collaborates and interacts within the Dept/Unit, University Wide, and Externally to:

- Exchange detailed information or resolve varied problems.
- Access and/or work with sensitive and/or confidential information.
- Identify needs/concerns of others, determine potential solutions, resolve or redirect appropriately.
- Persuade, gain cooperation and acceptance of ideas or collaborate on significant projects.
- Resolve conflict, negotiate or collaborate on major projects.
- Handle sensitive issues and facilitate collaboration at the highest level.
- Develop and maintain relationships with key contacts to enhance workflow and work quality.

**TYPICAL REQUIREMENTS:**

Doctorate or comparable terminal degree.

Experience leading and managing a large, complex organization in a challenging financial environment.

Successful leadership experience in higher education administration.

A record of excellence in teaching, research, and service activities at a university.

**DISCLAIMER:**

The above statements are intended to indicate the general nature and level of work performed by positions within this job profile. They are not designed to contain or be interpreted as an exhaustive list of all duties, responsibilities, skills, and qualifications required of all employees within positions covered by this job profile.