

**Northeast Community College  
801 East Benjamin Avenue  
P.O. Box 469  
Norfolk, NE 68702-0469**

**POSITION DESCRIPTION**

Position: President

Appointed By: Northeast Community College Board of Governors

Ratified By: Northeast Community College Board of Governors

Term of Appointment: Negotiable

General Description:

Serves as the chief executive officer for Northeast Community College. Formulates and oversees the execution of plans and policies of the Board of Governors for the administration of the College. Has full responsibility for the total educational program and services of the College, including personnel, facilities, and equipment.

Relationships:

Reports directly to the Board of Governors. Exercises direct supervision over the College Vice Presidents and the Executive Assistant to the President. Works both directly and indirectly with all students and employees of Northeast Community College. Works with a wide range of internal and external constituents to lead, support, and sustain the College's vision, core values, and mission.

Qualifications:

Education: Master's Degree from a regionally accredited institution is required, with a preference given to an earned Doctorate.

Experience: Significant progressively responsible senior administrative experience (*reporting to a president*) is required. It is preferred some of the administrative experience to have been within a community college and working knowledge of serving within an institution located in a rural area.

Salary and Benefits:

Salary is based on education and experience within existing range plus approved fringe benefits allowed all full-time college staff.

Specific Responsibilities:

1. The President shall have charge of the administration of the College and shall have administrative authority over the effective direction, operation, and business affairs of the College in line with the policies and procedures adopted by the Board, the statutes of the State of Nebraska, and the policies and criteria of any accrediting association.
2. In the absence of policies or direction by the Board of Governors, the President shall have the authority necessary to deal effectively with unforeseen situations.
3. Participates in Board of Governors meetings, except where the President's employment is concerned, and keeps the Board informed on all vital college matters.
4. Recommends and provides direction for programs designed to achieve the mission of the College.
5. Organizes and arranges the administrative and supervisory staff of the College.
6. Is responsible for the selection, placement, termination, and transfer of all college personnel with the exception of any personnel whose continued employment with the College is governed specifically by Nebraska Revised Statute.
7. Encourages and coordinates an organized professional development program for all college personnel.
8. Provides for the systematic evaluation of all college personnel.
9. Ensures channels of communication from Board to employees and employees to Board.
10. Directs planning and development for adequate facilities to carry out college programs.
11. Guides the procurement of adequate funding to pay the operational and capital outlay costs of the College.
12. Prepares necessary reports.
13. Enlists the interest, support, and participation of the community in the College and its programs and insures that the public is kept well informed.
14. Coordinates the College's mission with other community and governmental agencies
15. Provides leadership and direction as needed for the Northeast Community College Foundation.
16. Acts as the executive officer and official representative of the Board of Governors.

17. Directs a continuous study of the development and needs of Northeast Community College.
18. Directs planning and development of the College's strategic plan and promotes the concept of quality customer service.
19. Maintains familiarity with the college philosophy, policies, and procedures as established by the Board of Governors.
20. Becomes informed and understands Northeast Community College's role and mission as it relates to higher education in the state of Nebraska.
21. Participates in the College governance structure, as requested.
22. Adheres to assigned hours of work and is punctual.
23. Performs other related responsibilities or duties as assigned by the Board of Governors.