State College of Florida, Manatee-Sarasota
Job Description

Job Title: Provost
Reports to: Vice President, Academic Affairs
FLSA Status: Exempt
Level: 219
Position Class:

Job Summary:
This position also serves as the Campus Executive Officer. It is responsible for providing day to day leadership of campus operations within the broader context of the college-wide vision, mission, and strategic goals. The position is also responsible for creating a productive and flexible campus environment responsive to local, state, and national needs.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job. Applicants may be asked to demonstrate any or all of the following duties:

1. Administers and oversees the day-to-day operations of the campus. Establishes informal procedures for campus.

2. Provides vision, leadership, coordination, accountability, advocacy, and communication for campus.

3. Works collaboratively with college and campus units to develop, implement and evaluate campus strategic and operational plans.

4. Anticipates, identifies, and advises on potential areas of campus/college opportunity related to such areas as program implementation/expansion, course offerings, goal achievement, services, and resources.

5. Introduces new concepts, models, practices and campus services that improve the College’s value.

6. Assists the President and other Vice Presidents with institutional projects that have impact on the campus and the college.
7. Represents and promotes the College in local, state, national, business, governmental, and civic organizations. Develops strong partnerships with community stakeholders in support of College programming.

8. Prepares, analyzes and presents campus-related reports.

9. Participates in resource development (grants, partnerships) as appropriate.

10. Develops and interprets College policies, practices and procedures to students, faculty, staff, and public.

11. Hosts campus and community events as appropriate.

12. Supervises and evaluates administrative personnel and career employees as assigned.

13. Serves on and/or chairs various college and campus committees.

14. Prepares and administers the Provost budget.

15. Works with Student Development, Facilities and Public Safety to ensure optimal campus physical resources to support College mission.

16. Serves as administrative contact for Reasonable Substitution requests that come through the Disability Resource Center.

17. Performs other similar and related duties as assigned.

**Job Qualifications:**
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  Earned Doctorate from an accredited university required; Master’s Degree with exceptional related higher education experience may be substituted for doctoral degree. Ten or more years’ related experience required; some additional formal leadership training programs may be considered for related experience.

- **Supervisory Experience:**
  More than five years of direct supervisory experience including responsibility for hiring, firing, performance management, training and coaching is required.

- **Language Ability:**
  Ability to read, analyze, and interpret scientific and technical journals, financial reports, and legal documents. Ability to respond to technical questions and/or complaints from College leadership, customers, regulatory agencies, or members of the community.
• **Math Ability:**
  Knowledge of mathematical concepts such as probability and statistical inference to ensure a thorough understanding of the various research methodologies and implications of the educational studies relevant to fulfill the essential duties and responsibilities of the job.

• **Reasoning Ability:**
  Ability to define problems, collect data, establish facts, and draw valid conclusions to translate theory, research and assessment results into practice.

• **Computer Skills:**
  Working knowledge of word processing, spreadsheets, database, e-mail, and reports retrieval software.

• **Certificates and Licenses:**
  None required

**Responsibility for People and Property:**
• This position is responsible for providing day to day leadership of a College campus.

**Responsibility for Communication:**
• **Internal Contacts:**
  This position has routine contact with State College of Florida, Manatee-Sarasota students, faculty and staff. Provides and maintains mobile device services and is accessible by mobile device to the College at all times, except during duly authorized holidays and approved vacation, personal or sick leave.

• **External Contacts:**
  This position has periodic contact with Board of Trustees, when delegated by the President, and routine contact with representatives from higher education, county school boards, and technical centers. This position has occasional contact with media reporters.

**Work Environment:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate.

**Physical Demands:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is routinely required to talk or hear. The employee is frequently required to sit, use hands and fingers and reach with hands and arms. Occasionally required to stand, walk, climb or balance; stoop, kneel, crouch, or crawl, and lift up to 10 pounds. Special vision requirements include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.
**General Performance Standards and Expectations:**
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. **Mission and Goals:** Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. **Customer Service:** All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. **Grooming and Appearance:** State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. **Safety Awareness:** State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. **Attendance Standards:** State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. **Training:** State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. **Continuous Improvement:** State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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<td>Preparing Manager</td>
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