



Job Description

Position Title: President

Fair Labor Standards Act (FLSA) Classification: Exempt
Grade: Unclassified

The following statements are intended to describe the general nature and level of work that is to be performed in the identified position. The statements are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified as other duties may be assigned.

Summary:

Under the supervision of the Board of Trustees, the President, chief executive of the University, is appointed by the Board of Trustees and reports to the Board. The President is responsible for the administration of the institution, employment of its personnel, and exercised general supervision of the University's affairs. The principal duties and responsibilities of the President include providing general guidance for determination and achievement of matters pertaining to academic, fiscal, student, research, and development affairs; presenting proposed budgets to the state agencies and legislative bodies and; initiating a strategic planning and institutional effectiveness to facilitate academic excellence; developing a climate for continuous improvement of public understanding; representing the University to its constituency, the general public and special groups; developing and establishing institutional policy and fund development.

The President has the authority to hire or appoint faculty, staff, and other employees of the University as the interests of the University may require, consistent with the organization which may be established or as changed by the Board of Trustees from time to time; to remove any such instructors, officers, staff, or other employees; to fix their salaries and other compensation and increase or reduce the same, consistent with any requirements, guidelines, or budgets established by the Board of Trustees.

Essential Duties and Responsibilities:

A. Administration

1. Implement the general policies approved by the Board of Trustees, the rules and regulations of the State Board of Trustees, and general educational law of the State of Alabama as defined by state statutes.
2. Develop and implement the organizational structure of the University.
3. Initiate university policy for consideration by the Board of Trustees with input from faculty, staff and students.

4. Implement university procedures commensurate with university approved administrative policies.
5. Create and direct a comprehensive campus instructional program and support services, which reflect community educational and service needs.
6. Serve in a public relations capacity on behalf of the university by promoting and maintaining close working relationships between the university and communities.
7. Develop and maintain standards of high quality in all facets of instruction, management, and support services.
8. Provide the necessary leadership to obtain appropriate accreditation of the university and to maintain accreditation standards.
9. Provide the Board of Trustees with timely information on all matters that impact the university.
10. Develop and submit the annual budget in accordance with Alabama A&M University planning and budgeting process and administer the funds within the approved budget, subject to relevant statutes and state fiscal rules.
11. Provide reports as required and requested by local, state, and national agencies.
12. Provide leadership for the development and achievement of short- and long-range institutional plans.

B. Campus Personnel

1. Implement the performance appraisal of university personnel and make recommendations regarding retention, non-retention, and assignment of personnel.
2. Provide appropriate in-service, upgrading and retraining for administration, faculty, and staff in order to assure maximum professional competence.
3. Create a healthy work environment and the promotion and practice of good human relations among the staff.

C. University/Community Function

1. Serve as the university representative at meetings and conferences with federal, state, and local associations and other agencies requiring university participation.
2. Serve as the university representative to meetings, conferences, and public events deemed to be beneficial to the university.
3. Serve as a nonvoting ex-officio member of all Board of Trustees committees.

D. Board Meetings

The President of the University shall attend all meetings of the Board unless instructed to the contrary by the Board, and shall inform and advise the Board with respect to the internal operations of the University and its relationship.

E. Board Communications

The President of the University shall serve as the channel of communication between the Board and all subordinate administrative officers and personnel of their respective units of the institution.

F. **Emergency Powers**

In emergencies involving situations beyond the normal conditions of the University, the President shall have the power to act with dispatch in such matters. Any such actions, together with reasons therefore, shall be reported promptly to the Board.

G. **Employment**

The Board shall delegate to the President of the University the authority to staff positions, after considering recommendations through proper channels, with suitable persons at the various levels of employment at the University excepting Vice Presidents, Deans and Athletic Directors. The President shall have the concurrence of the Board to the completion of the contracts of these persons.

Minimum Position Requirements (including certifications, licenses, etc.):

Required: An earned doctorate from an accredited institution of higher education; evidence of successful budget and resource development and financial management experience; the ability to oversee and administer diverse students and employees; excellent verbal and written communication skills.

Preferred: Experience as president of a comprehensive teaching/research college or university; senior level administrative experience, preferably in higher education; prior or current service on and/or demonstrated ability to work with institutional governing boards; commitment to student-centered learning programs, research, and innovative teaching and research; faculty, staff, alumni, public service, diversity and equity, a global perspective, intellectual diversity, knowledge of current issues in higher education, especially technological development, community education, development and implementation of academic programs and accreditation standards. He/she should demonstrate a strong commitment of support to successful fundraising and the procurement of resources. The President should possess personal qualities of outstanding integrity that will inspire and motivate students and employees throughout the University; demonstrated political astuteness and extensive knowledge of the legislative processes. He/she should be dedicated to the University's various missions and have a strong commitment to strengthening its land-grant status and programs. Evidence of success in development and implementation in the areas of academics, facilities, strategic planning; and demonstrated involvement in the community is also preferred.