



**Job Title: Chief Campus Officer (Provost)**

## **JOB DESCRIPTION**

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**Department:** Varied  
**Pay Grade:** 123  
**FLSA Status:** Exempt  
**Remote Work Eligible:** Yes

### **JOB SUMMARY**

This position is responsible for directing the activities, programs, and projects of College-wide or Campus-wide student services related departments, functions, or programs and may also provide assistance and support to students related to the enrollment, registration, and advising services. Duties may include: overseeing Campus operations; working with multiple departments to achieve strategic objectives; managing professional work; ensuring the establishment of a full range of support programs and services to help students achieve their academic goals; recommending, developing, and managing multiple budgets; supervising assigned staff; and handling external relations.

### **DISTINGUISHING CHARACTERISTICS**

Eligible to work remotely.

### **ESSENTIAL JOB FUNCTIONS**

- Provides leadership of academic and/or specialized programs and services.
- Provides leadership for institutional planning (including development of the vision and mission), facilities planning, strategic planning, and budget development.
- Serves as chief Campus executive officer and is responsible for budgeting and all other aspects of Campus administration.
- Works with others to define, schedule, and support appropriate academic courses and programs on the Campus to meet student needs; implements educational and academic support programs; collaborates with others to improve Campus processes such as registration and Campus security; and works with Campus personnel on continual improvements to the Library, Learning Support Commons, and other academic support programs.
- Strives to create a Campus environment for student engagement, effective communication, and positive faculty/student experiences.
- Organizes staff to better accomplish goals.
- Provides Campus leadership of academic and student affairs services to enhance and advance the student experience; works with Campus and College personnel for continual

improvements to processes in Admissions, Registration, Financial Assistance, Business Office, specialized, and auxiliary services.

- Directs staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.
- Develops and oversees multiple budgets and grants; allocates resources; reviews and approves justifications for budget items; and directs the monitoring and control of expenditures.
- Develops and maintains internal and external relationships; participates in/on a variety of meetings, committees, task forces, and/or other related groups to communicate information regarding services, programs, areas of opportunity, and/or other information; represents assigned area on committees, advocacy groups, and/or related groups; and assists with development of external funds to help support programs.
- Builds consensus and works with diverse constituencies within the College and the surrounding community in support of the College's mission.
- Negotiates and manages contracts with external parties as necessary.
- Formulates and interprets policies and procedures, ensuring compliance with applicable program, local, state, and federal laws, and established criteria.
- Serves as Campus representative for College-wide concerns and as member of President's Cabinet.
- Performs other duties as assigned.

### **MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS**

Master's degree (doctorate preferred) in a related field; seven (7) years of related work experience performing professional administrative functions with at least three (3) years in a senior administration position or performing in a higher educational setting; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### Knowledge of:

- Leadership principles;
- Academic program development and evaluation;
- Public relations principles;
- Budgeting principles;
- Community agencies and resources;
- Personnel supervision;
- Strategic planning principles;
- Financial management principles;
- Project management principles;
- Administration principles and practices at a university-wide level;
- Applicable federal, state, and local laws, rules, regulations, codes, and/or statutes;
- Higher education institutional operations, structures, policies, practices, and technological systems; and
- Computers and related software applications.

#### Skills in:

- Providing leadership;
- Managing projects;
- Analyzing;
- Developing policies and procedures;
- Solving problems;
- Resolving conflict;

- Preparing and administering budgets;
- Planning;
- Using a computer and related software applications; and
- Communication, interpersonal skills as applied to interaction with assigned employees, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Ability to:

- Build consensus among diverse groups;
- Monitor and evaluate employees;
- Prioritize and assign work;
- Interpret and apply applicable laws, rules, and regulations;
- Manage change; and
- Handle sensitive topics.

**CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS**

N/A.

**PHYSICAL DEMANDS**

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

<b>Physical Activities</b>		<b>Physical Activities</b>	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.	<u>X</u>	Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.	<u>X</u>	Reaching – extending hands or arms in any direction.	<u>X</u>
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	<u>X</u>
Crouching – bending body forward by bending leg, spine.	<u>X</u>	Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	<u>X</u>
Feeling – perceiving attributes of objects by touch with skin, fingertips.		Standing – for sustained periods of time.	<u>X</u>
Fingering – picking, pinching, typing, working with fingers rather than hand.	<u>X</u>	Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	
Grasping – applying pressure to object with fingers, palm.		Talking 1 – expressing ideas by spoken word.	<u>X</u>
Handling – picking, holding, or working with whole hand.		Talking 2 – shouting to be heard above ambient noise.	<u>X</u>
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	<u>X</u>	Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	<u>X</u>
Hearing 2 – receive detailed information, make discrimination in sound.	<u>X</u>	Visual Acuity 2 – color, depth perception, field of vision.	<u>X</u>
Kneeling – bending legs at knee to come to rest at knees.	<u>X</u>	Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	<u>X</u>

Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.	<u>X</u>	Visual Acuity 4 – operate motor vehicles/heavy equipment.	<u>X</u>
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	<u>X</u>	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling – use upper extremities to exert force, haul or tug.		Walking – on foot to accomplish tasks, long distances, or site to site.	<u>X</u>

### **TYPE OF WORK**

Work performed is primarily:

- Sedentary work:* Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work:* Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work:* Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work:* Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very heavy work:* Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

### **WORK ENVIRONMENT**

May be required to work hours other than the regular schedule including nights, weekends, and holidays.

Work is performed regularly where decisions are made that could lead to major community or organizational consequences if there is a failure to make the appropriate decision at the time.

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

***St. Petersburg College has the right to revise this job description at any time. This description does not represent in any way a contract of employment.***

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Employee Signature

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Date