

Download

St. Petersburg College**Position Title: Provost**

<u>Pay Schedule</u>	<u>Pay Grade</u>	<u>Classification Series</u>
Administrative & Professional	K	Student Services Management

Job Summary for Positions in this Classification

This is the third of four levels in the Student Services Management series. The classification is responsible for directing the activities, programs, and projects of College-wide or campus-wide student services related departments, functions, or programs. Incumbents work in an administrative related department or function which enables the College to provide assistance and support to all students related to the enrollment, registration, and advising services. Incumbents will be responsible for managing professional work, recommending, developing, and managing multiple budgets, and working with multiple departments to achieve strategic objectives. Incumbents will have supervisory responsibilities, and be predominantly involved in the strategy formation and external relations.

Typical Essential Duties for Positions in this Classification

<u>These duties are a representative sample; position assignments may vary.</u>		<u>Potential Frequency</u>
1.	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.	Daily 10%
2.	Provides leadership for institutional planning, including development of the vision and mission; facilities planning, strategic planning, and budget development.	Daily 25%
3.	Formulates and interprets policies and procedures, ensuring compliance with applicable program, local, State, and Federal laws, and established criteria.	Daily 25%
4.	Develops and oversees multiple budgets and grants; allocates resources; reviews and approves justifications for budget items; directs the monitoring and control of expenditures.	Daily 10%
5.	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. Negotiates and manages contracts with external parties as necessary.	Daily 20%
6.	Provides leadership of academic and/or specialized programs and services.	Daily 10%
7.	Performs other duties of a similar nature or level.	As Required

Educational Requirements*

Master's degree in a related field to assigned area. Doctorate degree preferred.

Experience Requirements*

Seven (7) years of management experience in assigned area. Some positions may require higher level of education.

* An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be acceptable in lieu of those requirements listed above.

Licensing Requirements

None

Knowledge, Skills, and Physical Requirements**Knowledge:**

- Leadership principles;
- Academic program development and evaluation;
- Public relations principles;
- Budgeting principles;
- Community agencies and resources;
- 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, and practices;
- Computers and related software applications.

Skills:

- Monitoring and evaluating employees;
- Prioritizing and assigning work;
- Providing leadership;
- Managing projects;
- Analyzing and developing policies and procedures;
- Interpreting and applying applicable laws, rules, and regulations;
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals; resolving conflict;
- Preparing and administering budgets;
- Managing change and sensitive topics;
- Planning, analyzing, and evaluating programs and services, operational needs, and fiscal constraints;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Physical:

- Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.
- Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Note

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History

Prepared by Fox Lawson & Associates a Division of Gallagher Benefit Services, Inc. (CMC)
Date: (03/2013)

Last Reviewed: Apr 24, 2013