



TENNESSEE COLLEGE OF APPLIED TECHNOLOGY

— MCKENZIE —

POSITION ANNOUNCEMENT VICE PRESIDENT

The Tennessee College of Applied Technology-McKenzie is accepting applications for the position of Vice President. The Vice President reports directly to the President of TCAT-Paris/McKenzie. This is a full-time position with paid holidays and benefits package.

MINIMUM REQUIREMENTS

- Master's degree from an accredited institution required.
- Minimum of five (5) years of administrative experience in or with a post-secondary education institution with decision-making responsibilities.
- Demonstrated abilities in leadership, human relations, communication skills (written and verbal), and organizational skills.
- Teaching experience with knowledge of instructional techniques and processes, preferred.
- Evidence of strong work ethic as it relates to timeliness of reporting, oversight of multiple on-going projects, and the ability to work with industry/employers.
- Proficient computer skills and working knowledge of network systems; knowledge of student information management systems desired.
- Experience with grant writing and grant management desired.
- Curriculum and program development experience desired.
- Ability to establish and maintain relationships with multiple local businesses, employers, industry, workforce development agencies, secondary and post-secondary institutions.

GENERAL DUTIES:

- Provide executive leadership in the absence of the President.
- Assists the President in planning, organizing, coordinating, marketing and directing the institutional programs and in-service activities.
- Assists in supervision of instructional programs at extension campuses, planning and implementation of additional satellite campuses, including on-site training in area businesses.
- Assists in preparing and/or reviewing various reports as assigned.
- Assists with organizing and overseeing all phases of operations including, but not limited to: purchasing, inventory management, and other duties as assigned by the President.
- Assists in coordinating with business and industry to develop special training opportunities.
- Assists in student conduct, attendance and academic matters when needed by interacting with the student population in matters of counseling, motivational programs and due process.
- Supervises and evaluates assigned staff, faculty and their programs.
- Assists in curriculum development.
- Assists in the preparation of budgets and the financial operations of all programs.
- Assists in writing grant proposals and managing grant funds.
- Assists in conducting New Employee Orientation for all faculty and staff.
- Serve as Title VI and Title IX officer.
- Performs all other duties as assigned by the President.

SALARY: Commensurate with experience, education and training according to Tennessee Colleges of Applied Technology salary guidelines.

A criminal/financial background check will be required for applicant selected. Submit application and resume at:
<https://tbr.csod.com/ux/ats/careersite/29/home/requisition/5000?c=tbr>

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