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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

Assists in supervision of instructional programs at extension campuses, planning and implementation of additional satellite campuses, including

and directing the institutional programs and in-service activities.

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.

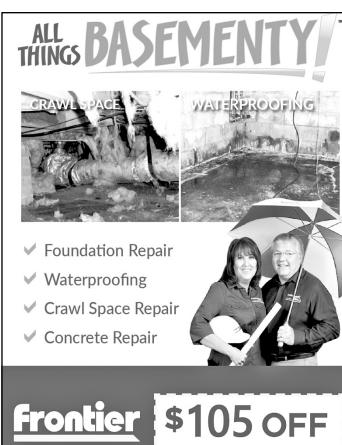
SALARY: Commensurate with experience, education and training according to Tennessee Colleges of Applied Technology salary guidelines.

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