The college is accepting applications for the following position:

**Executive Vice President**

The Executive Vice President provides leadership, direction and supervision for instructional services, student services, off-campus locations, and the Tinnin Fine Arts Center of the college, including but not limited to career education, academic instruction, student services, off-campus locations, library services, and academic support services. In addition, this position will provide leadership for the faculty and staff in pursuit of excellence in teaching and learning, innovation in curriculum development, and opportunities for professional development. The Executive Vice President will serve in the place of the President in his/her absence. Position reports directly to the President, serves as a member of the College Cabinet, and works collaboratively with all functional areas of the college.

Earned Doctorial from a regionally accredited institution in a related education field is required; minimum of five years successful experience at the department chair level or above at a community college is required. Five years full-time community college teaching experience is also required.

Review of applications will begin immediately and continue until the position is filled. Candidates for the position must submit all of the following materials:

1. Letter of application addressing each item listed under qualifications
2. Resume detailing education and experience, including dates of all employment listed chronologically
3. Academic transcript; unofficial copies accepted for application purposes
4. Three Rivers College Application for Employment (available at [www.trcc.edu/employment](http://www.trcc.edu/employment))
5. Names, address, phone numbers and email addresses for a minimum of five professional references.

Competitive salary commensurate with education and experience, excellent benefits. We do background checks; E-Verify participant.

To apply, submit all requested material to:

Human Resources  
Three Rivers College  
2080 Three Rivers Boulevard  
Poplar Bluff, MO 63901  
Phone: 573-840-9695  
Fax: 573-840-9186  
Email: humanresources@trcc.edu

Three Rivers College is an Equal Opportunity Institution  
trcc.edu
THREE RIVERS COMMUNITY COLLEGE

JOB DESCRIPTION

POSITION: Executive Vice President
DEPARTMENT: Office of the President
CLASSIFICATION: Administration
FLSA: Exempt
IPEDS: Executive/Administrative/Managerial (2B1)
REPORTS TO: President

POSITION SUMMARY:

The Executive Vice President shall be appointed by the trustees upon the recommendation of the President. The salary and term of office shall be fixed by the Board of Trustees upon the recommendation of the President.

Within the scope of the position, the Executive Vice President is responsible for planning, budgeting, and administering all instructional services, student services, off-campus locations, and the Tinnin Fine Arts Center. The Executive Vice President serves as a member of the College Cabinet.

GENERAL FUNCTION:

1. Provides leadership, direction, and supervision for instructional services, student services, off-campus locations, and the Tinnin Fine Arts Center of the college, including but not limited to career education, academic instruction, student services, off-campus locations, library services, academic support services and other duties as assigned.
2. Provides leadership for the faculty and staff in the pursuit of excellence in teaching and learning; innovation in curriculum development and student learning outcomes assessment; and opportunities for professional development.
3. Serves in the place of the president in his/her absence.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Demonstrate proficiency in the development of and appropriate approvals of new curriculum development and proposals, and the periodic review and revision of all credit and non-credit courses and programs of the college.
2. Commitment to excellence and demonstration of a strong work ethic.
3. Oversee scheduling and use of all classrooms, labs, and other spaces throughout the college.
4. Approve and supervise publication of all academic programs, including the annual college catalog, course and program bulletins and brochures, and other related materials in print and on the college website.
5. Provide leadership for activities related to individual program accreditations.
6. Provide leadership for activities related to accreditation by The Higher Learning Commission of the North Central Association in all areas supervised.
7. Provide leadership in the delivery of a comprehensive program of online learning.
8. Demonstrate proficiency in the use of technology and promotion across the curriculum and college and provide leadership in promoting a student learning-centered approach.
9. Provide leadership to foster teamwork and unite teams in an environment of collaboration, and to reach internal and external consensus to bring about positive change and innovation in areas supervised.
10. Recommend the renewal, nonrenewal, or dismissal of faculty and college personnel in the areas supervised.
11. Develop continuous improvement plans for the areas supervised.
12. Develop and manage proposed budgets for the areas supervised.
13. Keep the President informed of activities, challenges, concerns, and achievements.
14. Advise the President of needed policy and major decisions.
15. Collaborate to create an annual academic calendar for review and approval by the College Cabinet.
16. Recommend to the college President appointments to the academic program advisory committees on an annual basis.
17. Certify all persons who have achieved requirements for degrees and certificates as established by policy.
18. Supervise the development of articulation agreements and academic program partnerships with public schools, technical career centers, colleges and universities, and business and industry partners to avoid duplication of effort and resources.
19. Promote collaboration in the areas of learning and technology.
20. Ensure the continued development and implementation of the student learning outcomes assessment and program assessment programs.
21. Ensure the development, implementation and continuation of a comprehensive system of program review.
22. Work cooperatively with other members of the college cabinet to ensure institutional and student success.
23. Contribute to the overall mission of the college by performing all other duties and responsibilities as assigned.
24. Become proficient in and advocate the use of Strategic Planning Online (SPOL) for planning, budget development and assessment.
**MINIMUM JOB REQUIREMENTS:**

Education: Earned Doctorial from a regionally accredited institution in a related education field is required.

Experience: Minimum of five years successful experience at the department chair level or above at a community college is required. Five years full-time community college teaching experience is required. Exemplary written, oral, and personal communication skills required.

**Skills/Abilities:**
- Demonstrated understanding and appreciation of and commitment to the philosophy and mission of a rural, comprehensive community college.
- Demonstrated successful experience in working with student learning outcomes and program review.
- Demonstrated successful experience with regional and program accreditation compliance.
- Demonstrated experience in grant development and implementation.
- Participatory leadership style with demonstrated creativity and flexibility in problem-solving.
- Demonstrated ability to manage fiscal and personnel resources, plan and evaluate programs, and think strategically and proactively.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and employees.
- Demonstrated support of and participation in student activities, including, but not limited to, the fine and performing arts, athletics, and student organizations.

**EQUIPMENT:**
- Operate standard office computers and software.

**POSITIONS SUPERVISED:**
- Dean – 3
- Executive Administrative Assistant
- Coordinator, Outreach Services
- Director, Off-Campus Locations (4)
- Director, Library Services
- Director, Tinnin Center
- Director, Title III Program
**WORKING CONDITIONS:**

- Generally indoors in a normal office environment with minimal exposure to temperature changes, dust, or noise.
- In-state and out-of-state travel is required for meetings and professional conferences.
- The position is Administrative, exempt level. The Executive Vice President is required to attend all Board of Trustee meetings as well as additional meetings requested by the President. May require the employee to frequently work outside of regular work schedule.

**PHYSICAL REQUIREMENTS:**

- Generally requires sedentary work involving sitting for long periods of time but will involve mobility within the campus and various sites.
- This position is regularly required to use computers to input, access and distribute data.
- This position is regularly required to communicate effectively (talk and hear) and use close vision.

**Signatures:**

I have read and reviewed the above description with my supervisor.

_________________________  ______________________
Employee Signature        Date

_________________________  ______________________
Supervisor Signature      Date

(02/2015)