

Job Description

Position Title: Chancellor

Job Family: Executive Administration

Job Level: Executive Administrator

FLSA Status: Exempt

Salary Grade:13

Position Summary:

The Chancellor serves as the chief executive officer of Pima Community College and is responsible for the executive management of the College's operations. The Chancellor provides overall leadership in the planning and management of the academic, administrative, community outreach, fiscal, operational, and auxiliary enterprise missions of the College. The Chancellor positions Pima Community College to better serve the critical needs of the community through community engaged learning opportunities.

The Chancellor leads this multi-campus institution in all areas including financial management, teaching and/or student success, community involvement, relationship building and resource development. The Chancellor fosters a culture of trust, collegiality, innovation, and creativity across all facets of the institution and the regional community.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. The Chancellor is responsible for providing transformative leadership, focus, and strategic vision for the College in collaboration with the College's executive leadership team and the Governing Board.
2. Oversees the development, administration, and coordination of all operations and programs of the institution.
3. Establishes a clear vision for the institution and outlines appropriate strategic objectives and priorities, as well as the means to successfully achieve goals.
4. Serves as an academic leader for the College, with support from the Provost, to ensure that Pima Community College provides a high-quality educational curriculum and talented faculty for the benefit of its students and teaching mission.
5. Develops and implements plans and policies to ensure that the College remains in compliance with any accreditation requirements.
6. Provides leadership in growing student enrollment and completion while maintaining excellence in teaching and advancing creative scholarship.
7. Champions innovative student learning and student success across the academic enterprise and college experience, including making meaningful, engaging connections with students.

8. Fosters a sense of belonging through a commitment to a diverse student body, faculty, and staff and promotes opportunity through social justice commitments and actions.
9. Actively works to ensure that the institution acquires the necessary public and private resources for successful achievement of the College's goals and objectives.
10. Drives fundraising activities by cultivating and stewarding donors that increase the College's philanthropic support and address program needs.
11. Works closely and fosters relationships with internal and external stakeholders including students, faculty, staff, alumni and donors, community leaders, and military and regional partners.
12. Ensures that legislative goals on the local, state, and federal levels are identified and met.
13. Works effectively in partnership with College leaders, community organizations, and other partners.
14. Carries out other leadership duties and responsibilities as assigned by the Governing Board.
15. Cultivates partnerships with business, industry, labor, and K12; commits to workforce development and Adult Education programs; markets an educational enterprise to a variety of groups and individuals, and an ability to utilize all communication methods available.
16. Promotes constructive and effective shared governance, including with employee organizations.

Knowledge, Skills, and Abilities:

1. Ability to cultivate successful relationships with the Governing Board, full-time and adjunct faculty, administrators, staff, and students.
2. Demonstrated leadership and administrative abilities to shape, articulate, and implement the dynamic mission of the College.
3. Executive-level management with documented ability to administer and coordinate all operations and programs of the institution and to lead and manage change and growth.
4. Ability to communicate clearly and effectively to ensure efficient operations throughout the organization while fostering growth in enrollment, supporting creative and scholarly productivity, and upholding high academic standards
5. Understanding of the workings of a large community college along with knowledge of and/or experience with the business operations of large and comprehensive organizations
6. Communication skills and the ability to be a listener who is open to a variety of views both inside and outside the College.
7. Business and political acumen and negotiation skills.
8. Ability to advocate for the College to governmental, legislative, professional, and civic organizations.

Supervision:

- Executive Level Leadership. Supervises work of other managers, including planning and reviewing work.

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- **Organizational Culture:** Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- **Governance, Institutional Policy, and Legislation:** Allows impact on the guidelines that determine how the College operates.
- **Institutional Leadership:** Provides the opportunity to provide leadership across the institution. Leading by example and supporting team building.
- **Information and Analytics:** Allows ability to be a data leader. Provides a holistic representation of College's performance as well as data trends or issues.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Master's degree from a regionally accredited institution in a business-related field such as Accounting, Economics, Administration, or Finance or related field.
 - Ten (10) years of related experience required.
 - Six plus (6+) years of related experience with supervisory experience preferred.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to move, transport, and/or position objects of light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment Background Check Required