

Sisseton Wahpeton College

TITLE: President/Chief Executive Officer
REPORTS TO: SWC Board of Trustees
SALARY: D.O.E.
TOUR OF DUTY: Generally 8:00 a.m. to 4:30 p.m.
SUPERVISES: Executive staff and all other SWC Personnel

SUMMARY:

The President of SWC provides direction, management, and leadership in the overall operations of the college. The President keeps the Board of Trustees informed and is responsible for the implementation of its policies. Works in cooperation with the Board of Trustees.

RESPONSIBILITIES/DUTIES:

1. Communicates regularly with the SWC Board of Trustees; keeps the Board informed of matters pertaining to the College, especially those matters in which the Board has empowered the President to act on their behalf and/or designated the authority to the President. Also provides:
 - An agenda for each Board of Trustees meeting; provides documentation and other pertinent materials to each Board member.
 - Develops and delivers monthly reports to the Board of Trustees regarding financial and general conditions of the College.
 - Develops and delivers an annual report to the Board of Trustees of all funds and assets belonging to the College including income and expenditures.
 - Submits an annual budget to the Board of Trustees and any proposed budget revisions/deviations.
 - Presents major policy revisions to the Board of Trustees that require the Board's approval.
2. Represents the College at public and tribal functions; presides at academic functions. Serves as the authorized representative with funding sources.
3. Provides overall supervision of college personnel; periodically evaluates staff under the direct supervision of the President.
4. Provide leadership in an effort to serve the tribal membership and to achieve academic excellence that is reinforced by Dakota values.
5. Directs the development of the annual budget and oversees all fiscal matters.
6. Approves appropriate agreements with external agencies and other higher education institutions.
7. Develops long range institutional plans with the staff and reviews short-term goals periodically.
8. Acts as a liaison between the Board of Trustees and Administration, Faculty, students, and any other College constituencies.
9. Maintains professional relationship with appropriate external agencies such as accrediting agencies, associations, other TCU's, local, state, and federal agencies and attend regional and national meetings as appropriate.

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10. Complies with all College, Tribal, and Federal policies, regulations and laws that govern the College.
11. Performs miscellaneous job-related duties as assigned by the Board of Trustees.

EDUCATION AND EXPERIENCE REQUIRED:

- Ph.D. in Education, Business, or Leadership; Master's degree may be considered.
- 5 years of experience in higher education executive administration
- 3 years of experience administering federal grants.
- Experience in regional accreditation.
- Experience working with a tribal community/organization.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Ability to communicate effectively, internally and externally, both orally and in writing.
- A team builder who will empower others and optimize the effectiveness of a talented and committed leadership team, faculty, and staff.
- Skill in examining and re-engineering operations, procedures, and formulating policy.
- Demonstrated knowledge of operational assessment and institutional research.
- Knowledge in higher-ed policies and practices.
- Ability to plan, organize, implement, evaluate, and modify programs, information support systems, and processes.
- Knowledge of federal and tribal regulations, understanding of Native American education, Tribal colleges and universities, and the place of Tribal education institutions in contemporary education cultures
- Ability to foster a cooperative work environment.
- Ability to supervise and mentor staff, including organizing, prioritizing, and scheduling work assignments.
- Employee development and performance management skills.
- Displays high standards of ethical conduct. Exhibits honesty and integrity.
- Knowledge of faculty and/or staff hiring procedures.
- Skill in developing policy and procedure documentation.
- Ability to make evaluation judgments.
- Ability to develop and implement strategic business and operating plans.
- Ability to pass a background check.

WORKING CONDITIONS:

- Work is performed in an office work environment.
- Limited physical effort is required.
- Limited exposure to physical risk.

As authorized by federal law, Sisseton Wahpeton College reserves the right to exercise preference in hiring for qualified Tribal members/Indians in connection with all positions.