

*San Joaquin Valley College*  
**Job Description**

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**Job Title:** Campus President I  
**Department:** Administration  
**Reports To:** COO  
**Classification:** Full-time, Exempt

**Summary:** In relation to contributing to SJVC's mission and goals, under the direct supervision of the COO the Campus President is responsible for the quality, operational effectiveness, growth and successful day-to-day operation of the assigned campus. The position requires exceptional management skills, demonstrated leadership ability, strategic thinking, business acumen, problem solving and technical expertise. This position is accountable for attaining all campus goals and objectives set forth by senior leadership.

**Essential Duties and Responsibilities:**

- Develops and executes strategic and operational initiatives to achieve student, employee, and business goals
- Effectively manages campus profitability margin
- Ensures campus achievement of enrollment and graduate services' modular, quarterly, and annual goals
- Actively assesses and provides direction to academic leadership, ensuring achievement of student and program outcomes
- Ensures effective human resources management through strategic hiring, developing, leading and evaluating campus management team, staff and faculty
- Identifies opportunities to increase operational efficiencies; employs innovative systems that maximize shared resources to sustain outcomes
- Assures compliance with all established SJVC policies and procedures, as well as federal, state and accreditation mandates
- Maintains an attractive and safe campus environment ensuring facilities are well-maintained, resource needs are forecasted, acquired and effectively implemented
- **Develops and maintains partnerships with community stakeholders to increase SJVC presence and foster the student and employee brand**
- Implements and supervises the College's Safety Program including the Emergency Action Plan and Injury and Illness Prevention Plan
- Participates in shared governance through committee representation at the campus and institutional level
- Performs other duties as assigned

**Supervisory Responsibilities:** Manages campus leaders in the admissions, academics, student services and graduate services' departments, and others as appropriate. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Competency:** To perform the job successfully, an individual should demonstrate the following competencies:

### **Core Competencies**

Integrity – Acts in a way that demonstrates personal integrity; serves as a positive example of why others should trust the motives of the organization; views self as a reflection of the organization by following through on commitments and accepting ownership of mistakes; leaves others with the clear impression that integrity is a core organization value.

Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Adaptability – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Organization Support – Follows policies and procedures; completes projects and tasks correctly and on time; supports organizations goals and values.

Communication – Communicates effectively and appropriately; uses good judgment as to what to communicate to whom as well as the best way to get that accomplished; speaks in clear and credible manner, selecting the right tone for the situation and audience; listens to others and allows them to make their point.

### **Job Competencies**

Innovative Thinking – Identifies new and innovative approaches that will improve efficiency; embraces and champions new ideas and encourages others to do likewise; recognizes and rewards people and teams who are creative and innovative.

Judgment – Displays ability to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process.

Deliver Results – Achieves defined strategic objective and productivity targets.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Education and/or Experience

- Baccalaureate degree required. Master's degree preferred. Required degree(s) must be from institutions accredited by recognized U.S. accrediting agencies. Degrees from non-U.S. institutions are recognized only if equivalence has been established and provided.
- 5+ years' experience in career education
- 2+ years' experience in business operations, preferably with P&L responsibility
- Experience in analyzing data related to student, employee, and business unit outcomes and creating focused strategies for growth
- Must be results oriented and able to manage multiple processes and activities simultaneously
- Previous experience working in a complex work environment with multiple reporting lines
- Strong computer skills (MS Office) and the ability to master software programs for student, employee, and business records

**Physical Demands:** The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; talk; and hear. The employee is frequently required to stand and walk. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move 25 pounds and occasionally lift and/or move up to 50 pounds.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

*San Joaquin Valley College*  
**Job Description**

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**Job Title:** Campus President II  
**Department:** Administration  
**Reports To:** COO  
**Classification:** Full-time, Exempt

**Summary:** The Campus President II is responsible for the quality, operational effectiveness, profitability, growth and successful day-to-day operation of the campuses in the assigned region. The position requires exceptional management skills, demonstrated leadership ability, strategic thinking, business acumen, problem solving and technical expertise. This position is accountable for attaining all campus goals and objectives within the region, as set forth by senior leadership.

**Essential Duties and Responsibilities:**

- Leads and empowers campus managers in the assigned region to develop and execute strategic and operational initiatives to achieve student, employee, and business goals
- Effectively manages region's P&L
- Ensures region's achievement of enrollment and graduate services' modular, quarterly, and annual goals
- Actively assesses and provides direction to academic leadership, ensuring achievement of student and program outcomes
- Ensures effective human resources management through strategic hiring, developing, leading and evaluating campus management team, staff and faculty
- Identifies opportunities to increase operational efficiencies; employs innovative systems that maximize shared resources across region to sustain outcomes, and provides direct supervision and development of shared employees
- Builds leadership pipeline through systematic identification of candidates, development plan implementation, and mentorship through campus projects and/or initiatives
- Assures compliance with all established SJVC policies and procedures, as well as federal, state and accreditation mandates
- Ensures attractive and safe campus environments with facilities that are well-maintained and resource needs forecasted, acquired and effectively implemented
- Develops and maintains partnerships with community stakeholders to increase SJVC presence and foster the student and employee brand
- Implements and supervises the College's Safety Program
- Participates in shared governance through committee representation at the campus and institutional level
- Performs other duties as assigned

**Supervisory Responsibilities:** Manages leaders in the assigned region including admissions, academics, student services and graduate services' departments, and others as appropriate. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees up to and including termination; addressing complaints and resolving problems. **NOTE:** Campus President II does not participate directly in the admissions process nor conduct student acceptance interviews.

**Competency:** To perform the job successfully, an individual should demonstrate the following competencies:

### **Core Competencies**

Integrity – Acts in a way that demonstrates personal integrity; serves as a positive example of why others should trust the motives of the organization; views self as a reflection of the organization by following through on commitments and accepting ownership of mistakes; leaves others with the clear impression that integrity is a core organization value.

Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Adaptability – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Organization Support – Follows policies and procedures; completes projects and tasks correctly and on time; supports organizations goals and values.

Communication – Communicates effectively and appropriately; uses good judgment as to what to communicate to whom as well as the best way to get that accomplished; speaks in clear and credible manner, selecting the right tone for the situation and audience; listens to others and allows them to make their point.

### **Job Competencies**

Innovative Thinking – Identifies new and innovative approaches that will improve efficiency; embraces and champions new ideas and encourages others to do likewise; recognizes and rewards people and teams who are creative and innovative.

Judgment – Displays ability to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process.

Deliver Results – Achieves defined strategic objective and productivity targets.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Education and/or Experience

- Baccalaureate degree required. Master's degree preferred. . Required degree(s) must be from institutions accredited by recognized U.S. accrediting agencies. Degrees from non-U.S. institutions are recognized only if equivalence has been established and provided.
- 7+ years' experience in career education
- 3+ years' experience in business operations, preferably with P&L responsibility
- Experience in analyzing data related to student, employee, and business unit outcomes and creating focused strategies for growth
- Must be results oriented and able to manage multiple processes and activities simultaneously
- Previous experience working in a complex work environment with multiple reporting lines
- Strong computer skills (MS Office) and the ability to master software programs for student, employee, and business records

**Physical Demands:** The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; talk; and hear. The employee is frequently required to stand and walk. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move 25 pounds and occasionally lift and/or move up to 50 pounds.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.