



Savannah State University Position Description - President

POSITION DESCRIPTION:

Position Title: President

FLSA Status: Exempt

Reports to: Executive Vice Chancellor

Department: Office of the President

Date Prepared: 2006

BASIC FUNCTION

As the chief administrative officer of the university, the president is the chief spokesperson for the institution with both internal and external constituencies including faculty, staff, students and the Board of Regents, the local community, alumni, government, the media and the general public. The President is charged with effectively carrying out Board policies and the efficient and fiscally sound general management of the institution. He/she will understand a dynamic and complex organization and will have strategic knowledge of the role and mission of the university in an ever-changing world.

NATURE & SCOPE

The President serves as the ex-officio chairperson of the faculty and faculty senate and presides at meetings of both groups. Exercises supervision and direction to promote the efficiency of the work of every college and department of the university, ensuring its proper management and operation within the policies and procedures of the Board of Regents. Serves as the official medium of communication between the faculty, staff and students to the Board of Regents. Oversees the preparation of the annual report and budget of the programs and needs of the university to the Board of Regents. Recommends to the Board of Regents suitable persons to fill vacancies, and in cases of exigency, make appointments subject to the confirmation of the Board of Regents.

Confers degrees and certificates upon recommendation of the faculty. Appoints special or standing committees other than those appointed by the faculty senate to advise regarding the administration of the university or to assist in the performance of his/her duties. Authorized to have veto power over any legislative action of the faculty or any council or committee.

Authority to execute and deliver on behalf of the Board of Regents research or service agreements between the university, as a unit of the University System of Georgia, and other agencies of state government or any political subdivision of the state of Georgia, whereby the institution, for monetary compensation or other good and valuable consideration, agrees to perform certain institution-oriented research or other personal services for another state



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agency or political subdivision of the state of Georgia within a time period of one year or less.

Performs other such duties and exercise other powers that may be set forth in policies of the Board of Regents.

PRINCIPAL ACCOUNTABILITIES

Capacity to persuasively communicate the university's mission and programs to multiple constituencies, including alumni/ae, the community and governmental bodies.
Capacity to attract financial support through fund raising from public and private sectors.
Provide leadership and oversee development and implementation of the university's strategic plan. Ability to manage and motivate professionals as a cohesive team.
Knowledge of the accreditation process. Ability to multi-task in a fast paced environment.
Ability to maintain and foster an emphasis on customer focus.
Maintain the highest levels of integrity at all times.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

A demonstrated record of senior management success in an institution of higher education or institution of comparable scope, with proven strengths in strategic planning, budgeting and management.

An earned doctorate, university-level teaching experience, and a record of scholarly achievement and professional distinction supplemented by demonstrated leadership in developing quality academic programs, supporting a distinguished faculty, and encouraging and advancing scholarly research in an environment of shared governance.