

**THE EVERGREEN STATE COLLEGE
POSITION DESCRIPTION: PRESIDENT**

POSITION PURPOSE

As chief executive officer of The Evergreen State College, the president directs the affairs of the college in accordance with state statutes and under the policy direction of the Board of Trustees. The primary role and mission of The Evergreen State College is to provide high quality liberal arts education characterized by interdisciplinary studies.

DIMENSIONS

College employees:	176 full time faculty; 62 adjunct faculty 442 Staff
Annual operating budget:	\$52,000,000
Enrollment:	3,700

NATURE AND SCOPE

The president reports to an eight-member Board of Trustees. The Board is appointed by the Governor and confirmed by the state Senate. The president has ultimate authority and responsibility for the operation of the college, working under the policy direction set by the Board.

The president maintains a working knowledge of trends in higher education, legislation affecting higher education, and student, faculty and staff perspectives.

The president works with the Board of Trustees and the college community in shaping and establishing the college's goals and its long-range course. The president provides direction and leadership to the college, and recommends policy to the Board of Trustees.

The president serves as an active fundraiser and represents the college to federal, state and local governments, and to all the college's constituencies. The president also works with other public institutions of higher education in pursuit of the public interest.

The following employees report to the president:

Administrative Secretary: The administrative secretary serves as confidential secretary, receptionist and support for the president's office.

Administrative Assistant: The administrative assistant performs administrative and special duties; acts as recording secretary to the Board of Trustees and coordinates office activities.

Executive Associate to the President: The executive associate to the president provides support to the president in the area of institutional policy development and operations review and assessment; coordinates the work of the members of the president's staff; serves as rules coordinator, and represents the college and the president to internal and external constituencies.

Assistant to the President for Governmental Relations: The Assistant to the President for Governmental Relations represents the college before governmental agencies; testifies on behalf of the college; directs the college's relations with the state legislature through legislative strategy development, analysis of legislative activity, and contact with legislators, legislative staff, and legislative liaisons from other involved entities; and provides support to the president on other duties as assigned.

Assistant to the President for Civil Rights and Legal Affairs: This person is responsible for investigating alleged violations of the Affirmative Action Policy and the Sexual Harassment Policy; investigating complaints of retaliation against employees who file reports under the whistleblower policy; interpreting State and Federal laws and Personnel Board; maintaining a statistical data base regarding the experience of the institution in matters related to complaints and investigations; responding to inquiries from external agencies; and providing education and information to the college community.

Assistant to the President for Equal Opportunity: This person is responsible for ensuring equal opportunity in employment and for programs, training and activities that develop the college community's understanding of and appreciation for multiculturalism. The special assistant acts as institutional voice on Equal Opportunity and Affirmative Action matters; develops, disseminates, monitors and reports on compliance with the college Affirmative Action Plan; prepares and guides employment search committees, develops pools of candidates for positions; and monitors the hiring process for all faculty, classified and exempt staff positions.

Executive Director of College Advancement/Foundation: This person is responsible for the alumni affairs and development; college relations, graphics and publications; and corporate and foundation relations functions and oversees the operation of the Board of Governors and the fundraising efforts of the institution.

Director of the Washington State Institute for Public Policy: Under the direction of the Institute's Board of Directors, this person is responsible for developing the Institute as a valuable resource to the Washington Legislature, state executive agencies, and Washington's public and private institutions of higher education through directing, coordinating, engaging in and assuring the production of the highest quality non-partisan public policy research on issues of importance to Washington State.

Vice President for Academic Affairs and Provost: The provost works with the faculty to assure the quality of the academic programs by establishing the academic agenda, establishing academic standards, assessing programs and student outcomes, reviewing recommendations for faculty appointments, monitoring the faculty evaluation and development process, interpreting policy and translating it into curricular direction, and assuring that library services meet the needs of the college's academic programs; and works with the president in responding to external and regulatory agencies and to promote public understanding of the college.

Vice President for Finance and Administration: The vice president for finance and administration manages the resources of the college by planning, developing and establishing policy; and by directing, monitoring and evaluating the activities of employees responsible for the functions of the budget, the bookstore, conference and food services, the controller's office, facilities, human resource services, and computing and communications.

Vice President for Student Affairs: The vice president for student affairs manages student and academic support services and enrollment services, recreation and athletics, housing, and police services and is responsible for planning, developing and establishing policy; and for directing, monitoring and evaluating the activities of employees in this division.

PRINCIPAL ACCOUNTABILITIES

- 1) Advise the Board of Trustees on college policy and assure implementation of Board policy;
- 2) Participate in framing and implementing college academic policy;
- 3) Select, direct, and motivate senior administrative officers;
- 4) Establish the framework for financial support by making final decisions for college budget requests before submission to the Board, and by presenting Board approved budget requests to the governor and the legislature;
- 5) Enhance state financial support by actively seeking funds from private sources;
- 6) Act as spokesperson and advocate for the college with the
 - Governor
 - Legislature
 - Higher Education Coordinating Board
 - Federal Government
 - State and National Education Community
 - Donors
 - Community and Business Leaders
 - Alumni
 - Evergreen Foundation
 - Students and parents
- 7) Represent Evergreen on the Council of Presidents;
- 8) Exchange information and maintain regular, frequent contact with students, faculty and staff;
- 9) Assure that affirmative action policies are established and implemented; and
- 10) Foster professional development by periodically participating in an on-campus academic program or in other professional development opportunities.

As last updated 6/98

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