



Position Title: **PRESIDENT**

Reports To: Board of Trustees

**Classification/
FLSA Status:** Level I (Exempt Executive)

Primary Function: The president is the chief administrative officer appointed by the Sherman College Board of Trustees. The president has general supervision and direction of the college, its offices, departments and divisions. The president is the official medium of communication between the governing board and the administration, faculty, staff and students.

Key Responsibilities:

1. To be the chief executive officer of the college, responsible for exercising such supervision and authority as necessary for the efficient operation of the college and its departments
2. To appoint and determine the salary of all first-line administrators
3. To prepare, with the assistance of the appropriate officers, the annual budget for the college and submit it to the Board of Trustees
4. To select an independent auditing firm, for approval by the Board of Trustees, to conduct an annual audit of the college's financial condition and operations

5. To prepare, with the assistance of the staff and department heads, an annual report to the Board of Trustees, covering the operation, needs and projections of the college
6. To serve as chairperson of the Administrative Council and as a member of the Strategic Planning Committee
7. To confer degrees upon and issue diplomas to those students who have successfully completed the required programs and who are recommended to the president by the college faculty
8. To have the power to appoint special or standing committees to advise the president on any matter at the college
9. To have veto power over all decisions of the college faculty, any college committee, or any student organization
10. To exercise the president's authority and responsibilities according to the policies and Bylaws of the Board of Trustees
11. To control the fund-raising activities of the college
12. Lend enthusiastic support to college policies and to fellow co-workers, particularly in the presence of students and support personnel
13. Participate in the annual Lyceum program
14. Commitment to the mission of Sherman College and support of The Sherman Chiropractor in any way correlated to the position

Essential Knowledge and Skills:

1. Good character and personal integrity
2. Strong understanding of, and commitment to, the mission of the college
3. Leadership – a demonstrated ability to lead people and get results through others
4. Demonstrable organizational, administrative and planning skills
5. Excellent interpersonal and communication skills
6. Self-motivated
7. Strong work ethic

8. Management – the ability to organize and manage multiple priorities
8. Prospect of 10-15 years of vigorous leadership
9. Good health
10. Ability to travel extensively

Physical demands and work environment:

Physical Demands: While performing the duties of this job, the employee is occasionally required to walk, stand, sit; use hands to finger, handle or feel objects or controls; reach with hands and arms; talk and hear. Specific vision abilities required by the job include close vision, distance vision and the ability to adjust focus.

Work environment: While performing the duties of this job the employee works in a controlled work environment and the noise level in the work environment is usually minimal.

Mental Stress: Long work hours, travel schedule

Access to Protected Health Information (PHI) Related to the Group Health Benefit Plan

The above responsibilities require that this position have access to PHI.

Training on what PHI is and how to handle it in a confidential manner is required.

General sign-off: The employee is expected to adhere to all college policies and to act as a role model in the adherence to policies.

I have read and understand this explanation and job description:

Signature:

Date: