Position Title: **PRESIDENT**

Reports To: Board of Trustees

Classification/ FLSA Status: Level I (Exempt Executive)

Primary Function: The president is the chief executive officer of the college, appointed by and reports to the Sherman College Board of Trustees. The president is responsible for administering and supervising the direction of the college, its offices, departments and divisions. As chief executive officer, the president must delegate authority and also retain final responsibility for the effective, and fiscally responsible operation of the college.

The president is the official medium of communication between the governing board and the administration, faculty, staff and students and will carry out the policies and initiatives established by the Board of Trustees.

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 for approval

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 and intermediate reports 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. In conjunction with the Board of Trustees, the faculty, staff and other Sherman Stakeholders, develop and submit strategic plans for the institution

8. Provide strategic and entrepreneurial leadership to ensure continuation of the exemplary success in all academic and operational areas

9. Ensure enrollment growth, financial stability, academic excellence, brand awareness and positive reputation

10. Strive for the goal of zero debt and a balanced budget

11. 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

12. To have the power to appoint special or standing committees to advise the president on any matter at the college

13. To have veto power over all decisions of the college faculty, any college committee, or any student organization

14. To exercise the president's authority, roles and responsibilities according to the policies and Bylaws of the Board of Trustees

15. To accomplish successful fund-raising activities for the college and demonstrate appropriate control of those activities

16. Lend enthusiastic support to college policies and to fellow co-workers, particularly in the presence of students and support personnel

17. Participate in the annual Lyceum and IRAPS program

18. Commitment to the mission of Sherman College ensuring that the mission and vision are implemented college wide along with support of the Sherman chiropractor in any way correlated to the position

19. Consistent with the mission and vision of the school, ensure that vertebral subluxation in a salutogenic model is addressed throughout the curriculum

20. Ensure that best practices are applied in all aspects of the academic process and that evidence informed practice is embedded within the college culture

21. Ensure that all efforts are taken so that applicants accepted into the DC program have the characteristics necessary to be successful students, complete the program on time and graduate with minimal student loan debt

22. Effectively articulate, support and advance the unique philosophy and heritage of Sherman College

23. Demonstrate a commitment to diversity and inclusivity

24. Ensure high levels of employee morale and satisfaction

25. Maintain a primary residence on campus

Basic Knowledge and Skills:

1. Experience and knowledge in all aspects of accreditation including the Council on Chiropractic Education and the Southern Association of Colleges and Schools. This includes general academic administration and through knowledge of chiropractic education inclusive of the clinical component.

2. Demonstrate good character and personal integrity

3. Strong understanding of, and commitment to, the mission of the college

4. Leadership – a demonstrated ability to lead people and get results through others

5. Demonstrable organizational, administrative and planning skills

6. Excellent interpersonal and communication skills

7. Self-motivated

8. Strong work ethic

9. A foundational understanding of, and deep respect for, shared faculty/staff governance and faculty engagement

10. Management – the ability to organize and manage multiple priorities

11. Prospect of 10-15 years of vigorous leadership

12. Ability to travel extensively

13. A Doctor of Chiropractic degree or foreign equivalent from an institution authorized to operate by the government having jurisdiction in which it is domiciled is required.

Preferred Knowledge and Skills:

Masters and/or doctorate preferred in addition to Doctor of Chiropractic degree

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: _____