



Position Title: Vice President for Presidential Initiatives

Reports To: President

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

Primary Function: To support the President in implementing the Vision and Mission of Sherman College of Chiropractic, focusing initially on the growth of the College. Develop interdepartmental collaborations to facilitate implementation of the Strategic Plan. Establish relationships with community organizations and other educational institutions. Work to extend Sherman's reach to increase diversity and bring chiropractic care to underserved communities.

It is understood that specific strategies and priorities will be flexible as needs and opportunities change.

Key Responsibilities:

1. Collaborate with MarComm to develop relationships to establish an integrated, omni-channel marketing strategy.
2. Be available to guest lecture in classes, on podcasts and offsite events when necessary.
3. Establish collaborative strategies with local colleges and universities.
4. Provide local and online lectures for chiropractors and chiropractic students.
5. Collaborate with grant writer to identify and apply for grants.
6. Facilitate and be liaison for governmental affairs (lobbyists, legislation and such)

Basic Knowledge and Skills:

1. Doctor of Chiropractic degree; at least five years of experience in chiropractic education.
2. Significant track record of leadership and achievement within the chiropractic profession.

3. Knowledge and understanding of current issues and opportunities in the chiropractic profession.
4. Master's degree in addition to D.C. preferred.
5. Excellent oral and written communication skills; ability to interact professionally with a diverse group of users and support staff.
6. Attention to detail.
7. Excellent organization skills.
8. Ability to think creatively and to demonstrate creative problem solving.
9. Understanding of chiropractic philosophy.

Miscellaneous

1. To assume such other duties as may be assigned by the president.
2. Lend enthusiastic support to college policies and to fellow co-workers.
3. Participate in the annual IRAPS Lyceum program.
4. Commitment to the mission of Sherman College.

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.

Mental Stresses: Multi-task demands.

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.

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: