Position Title: **Executive Vice President (EVP)**

Reports To: President

Department: Business Office

Classification/ FLSA Status: Level I (Exempt Executive)

Primary Function: The Executive Vice President is the chief operating and financial officer appointed by the president. The EVP has general supervision and direction of all business and operational affairs of the college, subject to the direction of the president and Board of Trustees.

Key Responsibilities:

1. To be second in administrative authority and to act for and on behalf of the president in the president's absence
2. To assist the president in every reasonable way with administrative duties, particularly as concerns the day-to-day operations of the college
3. To serve as a key advisor to the president
4. To hire, with the approval of the president, and train all first-line administrators.
5. To plan, coordinate, compile, publish, and monitor a comprehensive annual budget subject to the approval of the president and the Board of Trustees, prepare an annual three-year financial projection, and safeguard all financial assets of the college.
6. To participate in the institutional strategic planning efforts and coordinate the development of the budget to further those efforts.
7. To advise the President, senior college administration officers, and members of the Board of Trustees on issues relating to the financial status of the college by serving as a member of the President's Executive Team, reporting financial information at Board of Trustees meetings, and by preparing reports, budget forecasts, recommendations, findings, and other correspondence as required.

8. To provide general supervision of endowment administration.
9. To oversee the administrative operations of the college's investment program, including communications with investment consultants, coordination with the Board's Finance Committee to ensure compliance with investment guidelines, and financial reporting requirements.
10. To negotiate and supervise all outsourcing contracts.
11. To negotiate all insurance contracts.
12. To negotiate all contracts for construction and renovation of facilities.
13. To oversee the maintenance and construction of facilities and ensure a process to monitor and evaluate facilities on a regular basis to address deferred maintenance, renovation, and repair needs.
14. To serve as Officer in Charge for all construction projects.
15. To submit, to the director of institutional effectiveness, semi-annual assessment reports on how the Department of Business and Finance is meeting its goals and objectives.
16. To serve on the Administrative Council, Equal Opportunity Committee (Chair), Strategic Planning Committee, Information Services Committee, Scholarship Committee, Financial Aid Appeals Committee, and as an advisor to the Admission Committee and the Student Conduct Review Board.
17. To review and approve all accounting procedures and records, financial statements and reports, and internal control procedures.
18. To monitor and maintain control of all college funds and securities with the assistance of the Vice President for Finance and Campus Operations.
19. To examine and approve all accounts claims and demands against the college or its assets, including all requisitions submitted by college personnel.
20. To hold and maintain adequate records of all deeds, contracts, leases, and other legal instruments or documents affecting the college or its assets.
21. To authorize, monitor and approve all deeds, contracts, leases, mortgages and other legal instruments affecting the college, and to assess the short- and long-range implications of their status for the college.
22. To work in accordance with the policies and procedures of the college and ensure that they are faithfully executed.
23. To serve as primary legal liaison for the college with counsel on legal issues and litigation.
24. To plan, prepare and submit official responses involving the Department of Business and Finance to various agencies (CCE, USDE, U.S. Department of Labor, SACS, etc.) as required.
25. To approve, subject to final approval by the president, all personnel action forms to assure compliance with the annual budget.

26. To plan and coordinate annual financial and Title IV financial aid audits with an independent auditing firm selected by the Board of Trustees.
27. To plan and coordinate the compilation and updating of the Campus Master Plan and supervise all campus expansion and capital projects.
28. To serve on the Executive Team.
29. To serve as Advisor to the President in the capacity of Executive Vice President.
30. Lend enthusiastic support to college policies and to fellow co-workers, particularly in the presence of students and support personnel.
31. Participate in the annual Lyceum program.
32. To demonstrate commitment to the mission of Sherman College and support of The Sherman Chiropractor in any way correlated to the position.
33. To assume such other duties as assigned by the president.

Reporting to this position:

- Vice President for Academic Affairs
- Vice President for Student Affairs
- Vice President for Finance and Campus Operations
- Director of Human Resources
- Director of Continuing Education
- Executive Assistant to the Executive Vice President
- Vice President for Advancement

Basic Knowledge and Skills:

1. Bachelor's degree required with emphasis in accounting
2. CPA license
2. Ability to manage confidential materials in an appropriate manner
3. Extensive knowledge of the principles and practices of college administration
4. Excellent communication and organizational skills
5. Ability to work well with all types and levels of employees, vendors and visitors
6. A clean criminal record and exceptional work history
7. Ability to provide a clean consumer report at any time during employment
8. Ability to travel

Preferred Knowledge and Skills:

Master's degree, Ph.D., Ed.D.

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; difficult people/student demands; financial responsibilities

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.

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: _____