



DATE ISSUED: 01/13
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Chancellor and President

JOB SUMMARY

This is the chief executive officer responsible for the executive management of all operations of Texas Woman's University. Directly accountable to the Board of Regents for the institution, the Chancellor and President performs public and administrative work which furthers the development of the institution toward its goals and objectives. The Chancellor and President may delegate any of the assigned duties and responsibilities of this office, except otherwise restricted by University Policy.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Board of Regents

Supervises: Divisional Vice Presidents, and direct reporting administrators, Executive Assistant to the Chancellor and President

CRITICAL DUTIES – Include the following:

- Establishes procedures for determining developmental needs of the University and leads in efforts to attract funding to support those needs.
- Coordinates the development of, and approves, the annual operating budget and biennial legislative submission of the University for consideration by the Board of Regents.
- Advocate, present and testify before the Texas Legislature.

ESSENTIAL DUTIES - May include, but not limited to the following:

- Advises and counsels with the Board of Regents on policies, purposes, and goals of the University; supervise the implementation of these policies and evaluate programs.

- Represents or directs the representation of the University in all areas of governmental and public affairs, including the Legislature, the Texas Higher Education Coordinating Board and other state, federal and local agencies.
- Establishes procedures for identifying program needs of the University and communicates those needs to the Board of Regents, the Legislature and other constituencies.
- Reviews and approves for submission, all recommendations to the Board and its standing committees developed by the respective Vice Presidents for consideration by the Board of Regents.
- Responsible for the design, execution, and effectiveness of University internal controls; provides reasonable assurance that University operations are efficient, assets are safeguarded, financial information is reliable, and applicable laws, regulations, policies and procedures are followed.
- Plans, directs, and evaluates a complex operation, using manpower, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.
- Promotes diversity within the University community.
- Directs a program of facilities planning and financing for the University.
- Upon approval of the Board of Regents of plans and contracts, administer programs for major construction and improvement of the University's facilities.
- Evaluates the performance of Vice Presidents, direct reporting administrators and Executive Assistants.
- Exercises such other executive powers as may be required for the efficient management of the University or as assigned by the Board.
- Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

- Performs other duties as requested.

EDUCATION

A degree from a regionally accredited institution of higher education and/or other equivalent significant leadership experience required.

EXPERIENCE

Experience should include extensive proven fundraising success; legislative, professional, administrative, and public experience, preferably including some experience relating to an institution of higher education or professional school.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Must have the ability to establish procedures and determining developmental needs of the University and poses strong leadership skills in attracting funds.
- Must have extensive knowledge related to the coordination, development and approval of an annual operating budget and biennial legislative submission of the University.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Must have the ability to make effective and persuasive speeches and presentations on controversial or complex topics to the Board and the university community.
- Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.
- Ability to apply budgetary and fiscal planning techniques within financial constraints.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Ability to communicate effectively -orally, by phone, in person, and in writing.
- Ability to use a personal computer and other office equipment, including university software and email.

PHYSICAL DEMANDS

The physical demands described in the Critical and Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Printed Employee Name: _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.