

President: Dr. Diane Melby

Supervisory Responsibility: Provost/Vice President of Academic Affairs, Vice President of Mission and Ministry, Vice President of Finance, Vice President of Administration, Vice President of Institutional Advancement, Chief Enrollment Officer, Chief Communications Officer, and Executive Assistant to the President & Board of Trustees.

Job Summary: The President is the chief executive officer of the University and is ultimately responsible for all of its activities. The President is assisted by those on a direct reporting line: Provost/Vice President of Academic Affairs, Vice President of Mission and Ministry, Vice President of Finance, Vice President of Administration, Vice President of Institutional Advancement, Chief Enrollment Officer, and Chief Communications Officer. By delegating functions and responsibilities to others or by undertaking them directly, the President should:

Essential Functions:

1. Provide effective and stimulating educational leadership to faculty, staff, and students.
2. See that all policies established by the Board of Trustees are implemented fully; that all legal requirements are met; that proper educational standards are observed; that the stated objectives of the University are attained; and that the best interests of the students and faculty are promoted.
3. Report regularly to the Board of Trustees upon the condition of the University and make such recommendations as are considered expedient.
4. Ensure that the annual budget is prepared for Board approval and that it is administered properly.
5. Oversee the appointment of faculty members and professional staff and determine their duties and salaries within limits established by the Board of Trustees.
6. Appoint such officials, college and school deans, and committees as may prudently be deemed necessary for the efficient conduct of the affairs of the University.
7. Ensure that the faculty and professional staff are kept informed of trends in higher education and of the development plans of the University.
8. Be an *ex officio* member of all committees in the University.
9. Approve all official publications of the University.
10. Promote good public relations with the community, the general public, other colleges, and secondary schools.
11. Represent the University to its constituencies, to the general public, to education groups and agencies, and serve as the chief spokesperson in all external relations.
12. Develop and supervise plans for maintenance and improvement of campus grounds and buildings.
13. Approve plans for and participate in the raising of funds for the support and development of the University.