

UNIVERSITY CENTER OF SOUTHERN OKLAHOMA
Job Description for Personnel

ADMINISTRATION

PRESIDENT

- Develop, administer, and supervise the operation of UCSO in accordance with policies and procedures of the Board of Trustees for the University Center of Southern Oklahoma and the Oklahoma State Regents for Higher Education. Provide educational leadership for the Ardmore/South Central Oklahoma area in analyzing, implementing, and contracting for degree programs needed by the citizens of the areas served. President will report to the Board of Trustees for the University Center of Southern Oklahoma.
- Plan and recommend policies and procedures to the Board. Be aware of applicable state and federal laws, legislation, and Regents policies affecting the operation of UCSO.
- Plan and implement the vision, mission, goals and objectives of the UCSO Board.
- Work with business and economic development agencies, art and cultural organizations, and career tech and public school administrators to analyze needs, develop plans, coordinate activities and provide educational opportunities needed by the community and students.
- Hire and supervise all non-teaching, administrative personnel.
- Work with the presidents of partner colleges and universities to provide onsite degree programs for area students and to provide high quality transfer programs for area students desiring to complete degrees at other institutions.
- Supervise the day-to-day operations of UCSO including, but not limited to, calendars, scheduling, public relations, legal responsibilities, human resources, customer service, training, administration of operating budgets, deposits, billings, purchases, library services, distance education, technology, facilities, capital improvements, contracts, grants, and other duties associated with administration.
- Participate in relevant state-wide higher education activities, policy-making, and professional organizations.
- Plan and coordinate fundraising programs and activities with the direction of the Southern Oklahoma Higher Education Foundation.

SPECIFIC EDUCATIONAL, LICENSES, AND/OR EXPERIENCE REQUIRED:

- A Masters degree in education, business management or related fields.
- Experience in higher education administration preferred.

METHOD OF HIRING FOR POSITION:

Hiring practices of the University Center of Southern Oklahoma Board of Trustees as specified in the Policies and Procedures Manual:

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Openings of executive and professional positions will be advertised in local, state and national publications and will be posted on the Oklahoma Marketplace website, as deemed appropriate by the Board of Trustees. The placement services of the state and regionally accredited Oklahoma colleges and universities may also be notified.

Secretarial/clerical temporary personnel, library and staff assistants, and other support positions may be advertised in appropriate newspapers, by announcement on UCSO's job openings bulletin board, or with the Oklahoma Employment Security commission.