



## Interim-President of Clark College

### Position Description (April 22, 2019)

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#### **Overview:**

As the premier community college of SW Washington, Clark College is the “community’s college.” Clark College’s Board of Trustees seeks to hire a qualified interim-President (full-time/temporary) for the College. The successful Interim president would begin transitioning and onboarding in late July of 2019 prior to the departure of the current President. The Interim president will continue to the beginning of the new President’s term in the summer of 2020. The interim-President will not be considered for the position of President.

#### **Reports to:**

Board of Trustees

#### **Level of Supervision:**

Chief Executive Officer

#### **Purpose and Responsibilities of Position:**

To provide administrative leadership for achieving the institutional goals established by the Board of Trustees for Clark College and Community College District 14.

#### **Duties:**

The highest-level priority for this position is to ensure continuity of the College’s operations, critical internal initiatives, and external relationships during this important period of transition. General duties for the role are as described in [Administrative Staff Position Description 001000 President](#), with a special emphasis on the following:

- Effectively executing the core functions of the office of the president, prioritizing student outcomes and institutional success.
- Guiding, leading, and managing the college’s Executive Cabinet to operate as a high-performance team building an environment of clear priorities, equity, trust, empowerment, and accountability. Role model for the broader college community.
- Evaluating and aligning resources to ensure progress on key college plans and initiatives including the 2015-2020 Strategic Plan, Social Equity Plan, Guided Pathways, ctcLink, and campus expansion plans. Budgeting for and managing resources and agreements consistently with current and projected revenue realities.
- Effectively partnering with the Clark College Foundation as required to support goals of the Promising Pathways fundraising campaign.
- Ensuring effective external relationships in the local community, community and technical college system, state college system, and with local businesses and legislators as the primary “face of Clark College.”
- Conducting an objective college-wide assessment of strengths, weaknesses, opportunities, and threats - considering current status, and future trends and requirements. On completion of interim term present the assessment and recommendations to the permanent President and Board of Trustees.

**The Successful Candidate Will Demonstrate:**

- Multi-year effectiveness in a position of similar scope, in an educational organization of similar size and complexity, operating under a system of transparency, shared governance, loosely coupled systems, and reporting to a Board.
- Understanding of the college systems, processes, culture, and environment necessary for success of Guided Pathways and PeopleSoft based ctcLink.
- Placing the highest value on the success of students and eliminating disparities in educational outcomes.
- Team building and executive leadership skills including:
  - Leading from an equity-minded framework and holding teams accountable for the same. Practicing personal leadership in equity, diversity, and inclusion in service of an open environment to people from all backgrounds and experience levels.
  - Delegating and inspiring others through words and actions, toward fulfillment of the college's vision and strategic priorities. Building and fostering an environment of innovation and excellence, trust and respect, empathy and engagement. A personal orientation toward teamwork, collaboration, and transparency.
  - Leaning into conflict, when needed, using conflict resolution skills – fair but firm.
- Ability to quickly assess complex technical and social systems and to prioritize, focus, delegate, adapt, and hold accountable to accomplish required outcomes. Ability to utilize data, best practices, and a multi-year time horizon in considering alternatives. Not afraid to take strategic or calculated risks.
- Effectiveness leading through periods of declining revenue and/or enrollment, including successful budget management.
- Ability to play an effective partnership role in support of Foundation development activities.
- Flexibility and persistence to effectively navigate change and lead strategic initiatives.
- Ability to strengthen community partnerships and legislative relationships.
- Strong verbal and written communications skills, analytic skills, and strategic/systems thinking.
- Effectiveness working with others in a collective bargaining environment including working knowledge of unions and applicable Collective Bargaining Acts.
- Understanding the challenges pertinent to student success, curriculum development and relevance, inclusive practices, and outcomes assessment at the department and classroom level.

**Qualifications:**

- An earned Master's degree from an accredited university, doctorate preferred.
- Teaching experience and/or Student Services experience in higher education.
- Five years of successful senior level administrative experience, preferably at the community college level.

**Term:**

Onboarding overlap period with exiting President begins August 1, 2019 through August 31, 2019. Full responsibility for position begins September 1, 2019. Availability for Board of Trustee annual retreat on July 24, 2019 preferred.

Term ends after initial onboarding of new President, expected June/July 2020.

**Compensation package:** TBD



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Clark College is Southwest Washington's largest public institution of higher education. An open-enrollment community college, it welcomes more than 12,000 students of all ages and backgrounds pursuing their educational or career paths each quarter. Students can earn high school diplomas, GEDs, certificates, and degrees in a variety of programs including nursing, dental hygiene, and mechatronics, to name a few. Also, Clark's Running Start program is the largest in the state, with more than 1,800 high school students earning college credit for little or no cost.

Clark College strives to create a vibrant college community that supports a diverse student body, faculty, and staff. By enriching student life through leadership opportunities, personal learning and cultural experiences, we are committed to building a diverse college community that fosters creativity, innovation and student success.

Founded in 1933 as a private, two-year, junior college, Clark College received its first accreditation in 1937 and has been accredited by the Northwest Commission on Colleges and Universities since 1948. It was incorporated into the statewide community college system in 1967.

Clark College's main campus sits on the beautiful 101-acre Vancouver Central Park in the heart of Vancouver, Washington. The college also offers classes on the campus of Washington State University Vancouver and at a satellite location in east Vancouver at the Columbia Tech Center. The college's non-credit Economic & Community Development program, offers corporate and continuing-education classes. The college is currently planning for a new satellite campus in north Clark County with a potential focus on advanced manufacturing. Clark College has collaborated on partnerships with many regional colleges, universities, and technical institutions, allowing students to apply credits earned at Clark toward their bachelor's degrees.

Athletic programs at Clark College include men's and women's basketball, co-ed cross country, men's and women's soccer, softball, volleyball, and baseball. Clark College is a member of the Northwest Athletic Conference.

Clark College is an equal opportunity employer. Protected group members are strongly encouraged to apply. Clark College does not discriminate on the basis of race, color, national origin, age perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal. The college considers equal opportunity, affirmative action, and non-discrimination to be fundamental to the mission, Core themes, and objectives of the college. All faculty and staff hired at Clark College are encouraged to embrace, continually support and enhance social equity on our campus and in our community. Questions regarding the College's Affirmative Action Policy may be directed to Human Resources, (360) 992-2105.

For more, please go to: <https://clark.edu/>.

Administrative Staff Position Description

**001000 PRESIDENT**

Reports To: Board of Trustees

Level of Supervision: Chief Executive Officer

Purpose and Responsibilities of Position:

Provide administrative leadership for achieving the institutional goals established by the Board of Trustees for Clark College and Community College District 14.

Duties Essential to the Position:

1. Assume responsibility for the organization and administration of the College.
2. Submit policy recommendations to the Board of Trustees regarding matters of concern to the College.
3. Recommend and implement changes in personnel and personnel policies including the appointment, placement, suspension, promotion, reduction-in-force, or dismissal of any or all employees of Clark College, Community College District 14.
4. Submit annual budgets to the Board and make any recommendations for budget changes.
5. Provide and/or approve programs of in-service training and development for all Clark College, Community College District 14 employees.
6. Exercise broad discretionary powers along policy lines established by the Board of Trustees.
7. Assume responsibility for establishing and maintaining an adequate public relations program.
8. Formulate all reports required by the Board of Trustees, state, and national agencies.
9. Serve as secretary or designate another person to serve as secretary (non-Board member) to the Board of Trustees. Attend all Board meetings.
10. Develop and present long-range planning recommendations relative to facilities, buildings, grounds, enrollment, and curricular development for periodic review by the Board of Trustees.
11. Recommend establishment of citizens' and trade advisory groups and assist the Board in proposing names of members to be appointed by the Board of Trustees to such groups.
12. Attend professional meetings and such conventions and conferences as deemed necessary by the Board of Trustees.
13. Administer the rules, regulations, policies, and programs adopted by the Board of Trustees.
14. Approve or disapprove all travel within budgetary allocations as approved by the Board of Trustees in the current operating budget of the College.
15. Maintain and keep current the Board Policies and Administrative Procedures.
16. Establish and maintain all committees and organizations necessary for the operation of the College.
17. The President works closely with the Clark College Foundation to align the Foundation goals and activities with the Clark College Strategic Plan. The president also assists the Foundation in fundraising by speaking to donors and potential donors about the college and by joining Foundation staff on critical and high-level donor visits.

Common Duties Established by the College:

1. Serve as chair or member of designated College committees, councils, and teams.
2. Provide leadership in accordance with the Mission and Vision established by the College, furthering Core Themes and College Objectives.
3. Ensure areas of responsibility operate effectively within the policies and procedures of the College and applicable governing agencies.
4. Develop and implement policies and procedures for operating unit(s).
5. Train, supervise, and evaluate employees in accordance with negotiated agreements, applicable state and federal laws, and College policies and procedures.
6. Exercise effective stewardship over college resources.
7. Prepare reports and analytical materials to illustrate objectives, activities, and accomplishments of areas of responsibility.
8. Create a safe, bias-free working environment, which engenders respect for differences.
9. Work to achieve the core theme of fostering a diverse college community as established by the College.
10. Engage in and promote shared governance.

Updated October 2012  
Approved by Board of Trustees 10.24.12