

**Sul Ross State University**  
**Position Description**

**Official Title:** Vice President of Rio Grande College  
**Salary Group:** Unclassified

**Job Code:**

**Summary**

Function: Serves as *the chief operating officer and* administrative leader of Rio Grande College.

Scope: Rio Grande College is a separately-funded upper level component of Sul Ross State University with branch campus facilities in *Castroville, Del Rio, Eagle Pass, and Uvalde.*

**Duties**

Essential: Responsible for all phases of administrative, student affairs, and academic affairs, the quality of programs in teaching, research, and service; strategic planning; budgeting; fund-raising; alumni relations and outreach; management of the college's facilities and day-to-day operations; responsible for commencement ceremony; supervises the Dean of Rio Grande College and the Dean's functions; makes recommendations to the President and Executive Cabinet for any changes in the inventory of courses or degrees; supervises the department heads; provide for or supervise evaluation of all personnel; makes recommendations on appointments, and salary increments, represents the College to various boards and other agencies as directed by the President. In consultation with the Dean of RGC provides to the President and Executive Cabinet recommendations for faculty hiring, evaluation, promotion, tenure, and terminations. Through consultation with the Dean for RGC provides oversight of all RGC undergraduate and graduate programs, courses, admission standards, and advising. Coordination of positive relationship with Southwest Texas Junior College. Periodic attendance at SWTJC board meetings and participation in community events and activities in the region. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential: Develops philanthropic opportunities for Rio Grande College; coordinates contacts and interaction with community agencies in the region and areas served; attend Regents meetings as requested by the President; develop grant applications and opportunities as appropriate and as time permits.

**Supervision**

Received: Reports directly to the President of the University

Given: Directly supervises the Dean of RGC, all non-academic department heads, and the Administrative Assistant to the V.P. Indirectly supervises all RGC personnel.

**Education**

Required: Terminal degree in a field taught at Sul Ross State University and have significant academic experience.

Preferred:

**Experience**

Required: Minimum of three years of higher education teaching experience in one of the academic areas offered by RGC and sufficient experience to warrant granting of tenure. Minimum five years senior management experience in higher education administration with responsibility for personnel, programs, and/or resources; Prior experience as Dean and/or Department Chair.

Preferred: Experience in an upper level institution; multi-campus setting; grant writing; program development, fund-raising; on-line and distance learning; minimum of ten years combined teaching, educational administration, business, and technical experience.

**Equipment/Skills**

Required: Effective leadership to manage an upper level college in a multi-campus teaching university; effective interpersonal skills and experience in creating, building and sustaining organizational relationships; excellent communication skills.

Preferred:

**Working Conditions**

Usual: : Eight hour day, forty hour week with some early or late hours depending on need. Frequent travel to other RGC campuses and to the Alpine campus is required. Position is based at the Uvalde Campus. Position is Security Sensitive.

Special: Exempt from overtime.

Any qualifications to be considered as equivalents, in lieu of stated minimums, require the prior approval of the Human Resources Director.

Date revised: February, 2017