



LEBANON COLLEGE

15 Hanover Street, Lebanon, New Hampshire 03766 • (603) 448-2445

President of Lebanon College

Job Description

Lebanon College is a small career oriented commuter college, located in downtown Lebanon, New Hampshire. The mission of Lebanon College is to provide excellent undergraduate and lifelong education to students of diverse ages and diverse educational goals responding to the needs and interests of the public and business community in the Upper Connecticut River Valley of New Hampshire and Vermont. The College offers associate degrees and certificates in the Arts, Business, Computer Information, Photography, Graphic Design, and Education and Allied Health. It plans to offer a Bachelor of Science in Radiography degree beginning in the fall term of 2010. There is a growing business/industry training component.

Job Summary

The President serves as chief executive officer at Lebanon College, responsible for the overall operation and financial performance of the College under the guidance of a community Board of Directors. The President is responsible for supervising personnel and administering the operation of the College within approved budgets. The President is also responsible, working with others, for developing long-range plans and the College's curriculum. The President serves as advocate for Lebanon College in the Upper Valley Community and leads the College's public relations efforts. The President is responsible for organizing and staffing the College's fund raising efforts; fund raising is judged critical to the growth and development of the College.

In discharging his responsibilities, the President, working in cooperation with the Board:

- Establishes, in cooperation with the faculty and interested community constituencies, the mission and strategic objectives for the College based on the identified needs of the communities served.
- Establishes and revises annual and long-range plans to support the College's mission and strategic objectives.
- Develops and presents to the Board an annual operating plan for approval by the Board.
- Executes against the approved plan.
- Is evaluated annually by the Board in terms of his or her overall goals and objectives, outlined in measures of performance established by the Board with the assistance of the President.



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Examples of Major Duties

1. Recruits college senior staff.
2. Provides administrative direction to staff, assigns duties, and schedules work.
3. Encourages staff development and evaluates staff performance annually.
4. Maintains a climate that attracts, retains and motivates top quality teachers and staff.
5. Provides leadership for the Board and its committees in developing policies and plans for the future of the institution.
6. Meets regularly with the Board, reporting on on-going plans, activities and programs.
7. Works with the Chairperson to develop the agenda for Board meetings.
8. Meets as needed with Board committees, keeping the Board informed of important issues.
9. Assures operations conform to policies adopted by the Board.
10. Develops fund-raising strategies including opportunities for state and federal grants.
11. Provides leadership in annual fund appeal, and in seeking new sources of funding.
12. Works with the Finance Committee and the staff to develop a sound financial plan and annual budget for submission to the full Board.
13. Supervises the financial administration of the College.
14. Develops, in cooperation with College faculty, the academic curriculum.
15. Plans, maintains and implements an effective public relations program.
16. Serves as the spokesperson for Lebanon College in the Upper Valley Community.
17. Sustains cooperative efforts with other educational organizations in the region.
18. Works with appropriate state and accrediting agencies to maintain Lebanon College's accreditation.
19. Supervises the development and maintenance of the College's facilities and physical plant.
20. Presents the College in an appropriate and professional manner in all written and verbal communication.
21. Performs other duties as deemed necessary.

Job Qualifications

- Strong organizational skills. The President needs to be a participant in the day-today working of the organization and an effective leader of its administration .
- Enthusiasm for promoting adult education, with the ability to motivate others in this endeavor.
- Ability to establish and maintain effective working relationships with community leaders, public officials, other educational institutions in the area, and the general public, communicating optimism and enthusiasm about the College.
- Ability to plan and manage a budget, and to compile and analyze statistics.
- Ability to present ideas clearly, both orally and in writing. A good listener and communicator who treats everyone with respect.
- Committed to increasing the level of trust between management, faculty, the Board and the community.



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- A team builder and collaborator who can build a consensus but can also make difficult decisions.

Performance Measure:

- Board review of level of goal and strategic plan achievement.
- Financial stability based on independent audit and government review.
- Positive growth based on number of students, graduates and alumni.

Performance Evaluations

The Board evaluates the President annually with the assistance of a self evaluation prepared by the President.

Benefits

Lebanon College subscribes to an HMO. This gives the individual the opportunity for health coverage.

Lebanon College subscribes to TIAA-CREF retirement annuities; contributions, if any, are left to the individual.

Immediate family tuition remission.