

MURRAY STATE COLLEGE
Tishomingo, Oklahoma

PRESIDENT OF THE COLLEGE

General Description/Primary Purpose:

The President of the College is the chief executive officer of the college and is responsible for the internal administration thereof. He/she will be governed by the policies of the Board of Regents, the regulations of the Oklahoma State Regents for Higher Education, Oklahoma statutes, and federal law. The President must have the ability to speak publicly and represent the institution to a variety of constituencies, and must significantly enhance support for the College's needs. The President collaboratively works with others and provides leadership in the planning, organizing, and follow through to achieve the goals of MSC's mission.

Expectations:

1. Serve as chief executive officer of Murray State College and execute the policies and regulations of the Board of Regents of Murray State College and of the Oklahoma State Regents for Higher Education.
2. Develop and implement strategic plans for increasing student access, enrollment, retention, graduation, and career-readiness.
3. Embrace and promote the College vision, mission, values, and strategic plan.
4. Create an environment of heightened expectations, productivity, and enthusiasm in which teaching, learning, and student success are central.
5. Maintain the uniqueness of Murray State College through support of the occupational and other unique educational programs.
6. Anticipate the need for new programs, new modes of learning and new initiatives, and plan for the timely implementation to keep the College on the leading edge of higher education.
7. Delegate authority and responsibility to other officers and require a full discharge of their duties.
8. Insure compliance with applicable Oklahoma and federal statutes, including the Oklahoma Open Meeting Law and Open Records Act.
9. Oversee an extensive open budget preparation process and present the budget to the Board for approval.
10. Maintain fiscal accountability and resources within a changing economy.
11. Participate in efforts to improve funding allocations for two-year colleges.

12. Participate in raising funds from alternative sources through developmental activities and alumni relations.
13. Maintain an organizational structure which contributes to collegiality, open communications, shared responsibility and quality customer service.
14. Provide focus and follow-through using team management skills and problem-solving abilities.
15. Promote the college through public relations, marketing, and advocacy with educational, political, and civic leaders.
16. Provide leadership for policy development.
17. Oversee planning and implementation of building and renovation projects that will enhance the college.
18. Take an active role in community involvement, educational interests, and economic development in the Murray State College service area economic development.

Required Knowledge, Skills and Abilities:

The President of the College must possess these kinds of knowledge, skills and abilities, or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Demonstrated success as a teacher, a supervisor and/or an administrator, preferably in a two-year college setting.
2. Communicate well with internal and external stakeholders of the College.
3. Be a positive ambassador the for College and enhance partnerships with external entities
4. Enhance and maintain positive partnerships with local K-12 schools.
5. Demonstrate fundraising capabilities.
6. Ability to maintain, plan, and implement high quality occupational and other educational programs.
7. Ability and willingness to know and understand policies of the Board of Regents of Murray State College and the Oklahoma State Regents for Higher Education, and mission of Murray State College.
8. Ability to become familiar with Oklahoma and federal statutes as they pertain to higher education, and to be in compliance in administering the daily operations of the college.
9. Knowledge and understanding of, or willingness to become knowledgeable about, the budgetary and appropriations processes of higher education in Oklahoma.
10. Proven ability in developing budgets and maintaining financial solvency in an administrative capacity.

11. Ability to solve problems, seek solutions, and make decisions.
12. Ability to function effectively with Boards, Trustees, Regents, etc.
13. Skilled in participative management.
14. Ability to motivate and instill vision and commitment in others.
15. Ability to organize and set priorities.
16. Ability to resolve conflict.
17. Be passionate about the life-changing power of the Murray State College experience.

Other Ergonomic Requirements:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Hours:

Office hours are generally 8:00 a.m. to 5:00 p.m. Monday through Friday; however, responsibilities of this job require the employee to be available at any time necessary to handle matters of importance to the college.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The President must preserve confidentiality of privileged and sensitive information; use independent judgement and initiative in the planning, organization, and performance of responsibilities in all aspects for Murray State College; establish and maintain cooperative working relationships with those contacted in the course of work. Leadership, creativity, strong organizational, communication and human relations skills are required. The ideal candidate will be able to work under pressure, be flexible, meet deadlines, and set priorities while maintaining professional relationships when dealing with individuals; he or she must also value the significance of collaborative inclusiveness with a diverse employee and student population. The successful candidate will be an effective advocate who is assertive, yet diplomatic and passionate about helping students succeed and employees develop professionally.

1. Education and/or Experience:

A minimum educational level of a master's degree is required, doctorate preferred along with knowledge and experience in executive procedures and decision making. Experience at a multi-campus institution and previous employment at a community college and a four-year institution would be beneficial.

2. *Experience Required:*

Five years of experience in teaching, supervision, and/or administration associated with educational institutions. At least two of these five in an institution of higher education, preferably a two-year college.

3. *Experience Preferred:*

Ten years of experience in teaching, supervision, and/or administration associated with educational institutions. At least five of these ten years in an institution of higher education, preferably a two-year college.

4. *Leadership Qualities:*

As well as the leadership qualities incorporated into the required knowledge, skills, and abilities necessary to perform the essential job functions, the applicant must possess such leadership qualities as:

- a. integrity, honesty, and fair-mindedness
- b. high moral and ethical standards
- c. sound judgement
- d. courage to make difficult decisions
- e. flexibility
- f. loyalty
- g. sense of humor
- h. concern for others
- i. must be a proven educational leader in the profession

5. *Image:*

Murray State College employees are expected to maintain a neat, well-groomed, and professional image appropriate to their respective jobs at all times.

Application Process:

Applicants must *briefly* state in a letter of application how they would address the identified opportunities and challenges, and how their background has prepared them to succeed as the president. Applicants also should submit a current résumé, transcripts of all college work, and three letters of professional reference. Applicants should submit a proposal indicating how their background has prepared them to succeed as the President of the College; and should briefly address how they fit a presidential profile.

Applications are to be mailed to the following address:

Mrs. Amy Caskey
Liaison for Presidential Search
Murray State College
One Murray Campus, AD 204
Tishomingo, OK 73460-3130

The search process will be conducted confidentially until the Board of Regents names a finalist. Review of applications begins immediately, with preference given to applications submitted by September 15, 2021. Applications will be accepted until the position is filled.

MURRAY STATE COLLEGE IS AN AFFIRMATIVE ACTION/
EQUAL OPPORTUNITY EMPLOYER

Murray State College, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices or procedures. This includes but is not limited to admissions, employment, student financial aid, and education services.
