

**Eastern Idaho Technical College
Idaho Falls, Idaho**

President

Non-Classified Position Announcement

Open for Recruitment: July 5, 2011 - August 5, 2011

Salary Range: \$90,000 - \$113,000 DOE [-Plus Competitive Benefits!](#)

Location(s): Idaho Falls

SPECIAL NOTIFICATION: This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

Eastern Idaho Technical College provides high quality educational programs that focus on the needs of the community for the 21st century. EITC is accredited by the Northwest Commission on Colleges and Universities. The College is a State supported technical college created in 1969 to serve citizens in its ten county service area by being a minimal cost, open-door institution that champions technical programs, customized industry training, basic skills instruction, workforce and community education, on-line distance education, and student services. EITC is part of a statewide technical college system funded through the Division of Professional-Technical Education.

The Idaho State Board of Education is seeking applicants for the position of President of Eastern Idaho Technical College. The Board is seeking an individual who understands the challenges and opportunities of leading a Technical or Community College. The President will be a dynamic and innovative leader, and strategic thinker with a strong commitment to educational excellence and student success.

PURPOSE:

The President is the chief executive officer of the college and reports to the Idaho State Board of Education in its role as the State Board for Profession-Technical Education. The President is responsible for leadership and administration of the college. This responsibility includes implementing EITC's mission of providing superior educational services in a positive learning environment that supports student success and regional workforce needs.

KEY RESPONSIBILITIES:

Leadership and management of the following areas:

- Strategic and operational planning
- Fiscal planning and control
- Human resource development

- Physical resources
- Instructional programs
- Institutional marketing and advancement
- Economic development
- Policy development

PRINCIPAL ACCOUNTABILITIES:

- Follow established policies and procedures of the State Board for Professional-Technical Education.
- Review and approve all college policies and procedures in accordance with Board, State and Federal policies, rules and regulations, and statutes.
- Work cooperatively with the State Division of Professional-Technical Education (PTE).
- Work collaboratively with the technical college system.
- Represent the needs of the college at the state and national levels by attending State Board meetings, presidents' council meetings, serving on committees, and attending regional and national meetings as appropriate.
- Appoint all faculty and staff of the institution using prescribed procedures, assign their duties and responsibilities, and ensure periodic evaluation.
- Report data and information in a timely and accurate manner as required by Board policy, division of PTE guidelines, and state and federal directives.
- Manage the fiscal affairs of the college efficiently and economically.
- Interpret the mission of the college to local business, industry, and civic interests.
- Involve the community in planning programs and services to be offered at the college.
- Promote the articulation of the college's programs with secondary and other postsecondary institutions.
- Secure, as appropriate, governmental and other outside funding for the college projects.
- Provide leadership for maintaining quality education programs.
- Create an atmosphere conducive to high faculty, staff, and student morale.
- Effectively delegate responsibility and authority to appropriate administrative officers.
- Maintain open channels of communication with faculty, staff, and students.
- Maintain cooperative working relationships with state agencies, the Division of PTE, the state legislature, the Governors office, the Office of the State Board of Education, the Idaho National Laboratory, local city and county government, area businesses, educational advisory groups, and other postsecondary institutions.
- Direct long-range planning activities.
- Provide effective leadership and management for the overall direction of the institution.

MINIMUM QUALIFICATIONS:

- Earned master's degree, earned doctorate from an accredited college or university is preferred,

- Extensive background experience with professional-technical education.
- Eight years of teaching or equivalent work experience including progressive, successful experience in college-level administration.
- Evidence of experience in supervision of technical programs; adult and continuing education, developmental education; budgeting and fiscal affairs; student services; long-range planning; and institutional priority determination.
- Experience in interpreting college needs, programs, and activities to the faculty and staff, community organizations, business and industry and other constituent groups.

HOW TO APPLY:

Submit a cover letter specifically addressing the position qualifications; a current resume; copies of transcripts of all postsecondary education, and a listing of references that include at least two former or current supervisors. Email, fax, or send the above information to:

Mark Browning
Idaho State Board of Education
650 W State St, 307
P.O. Box 83720
Boise, ID 83720-0037
Email: mark.browning@osbe.idaho.gov

Closing Date: August 5th, 2011

For information about Eastern Idaho Technical College, go to <http://www.eitc.edu>
For information about the Idaho State Board of Education, go to www.boardofed.idaho.gov
For information about Idaho Falls, Idaho, go to <http://www.visitidahofalls.com>
For information about Idaho, go to <http://www.visitidaho.org>

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources.