McNeese State University

Position: President
Department: Office of the President
Reporting Authority: ULS Board of Supervisors

Position Status: Full-time/Unclassified

Qualifications:
- Earned Doctorate or terminal degree
- Successful leadership skills in fostering strong, collegial relationships with diverse constituents
- Excellent communication skills
- Demonstrated success for administrative capacity to formulate and communicate vision
- Commitment to higher education, diversity, resource development, board and system relations
- Commitment to recruitment and retention of students
- Resourceful problem solver
- Understands and appreciates the role of athletics and the challenges inherent in providing intercollegiate athletic programs
- Possesses integrity and values, professionalism, and sets examples of optimism and caring

Job Description:

1. To serve as Chief Executive Officer.

2. To report to the University of Louisiana System Board of Supervisors.

3. To assume responsibility for the management of the University.

4. To provide effective performance as reviewed by the Board’s evaluation process, i.e. ensuring excellence in the institution, its faculty and students, in instruction, in service, and in research quality.

5. To carry out duties as directed by Louisiana law and by the University of Louisiana System Board of Supervisors and Board of Regents consistent with policies approved by the Board. To administer the institution and exercise complete executive authority therein, subject to the direction and control of the System President and the Board. To be responsible to the Board and System President for the effective execution of all Board and System policies, resolutions, rules, and regulations adopted by the Board as well as plans, memoranda, and directives issued by the System President.
6. To oversee the preparation of the University’s budget. To assume and retain control at all times over the budget of the University, including functions of review and recommendation concerning the budgets of all divisions of the campus and the preparation of a consolidated budget, as well as execution of the budget as approved by the Board; and development and administration of the campus operational and auxiliary enterprises budgets as approved by the Board, including establishment of priorities for expenditures and achievement of revenue projections as set forth in the approved budgets.

7. To appoint personnel to administrative, faculty, and staff positions. After consultation with appropriate academic and/or administrative staff, to make recommendation to the System Office for all personnel actions for Board approval. To recommend, upon concurrence of the System President, those persons to be granted tenure by the Board. To develop and motivate personnel to accomplish the University mission.

8. To promote innovative and efficient use of university resources. To develop and maintain the operation of the university physical plant and to develop long-range capital construction priorities.

9. To appoint personnel to university committees.

10. To serve as an ex officio member of university committees.

11. To supervise the President’s Office staff.

12. To delegate authority, when appropriate, to the provost and vice presidents. To designate an officer who will be second in line of authority at the university and who will perform such duties as may be assigned by the President, and notifying the System President in writing of this designation.

13. To communicate and cooperate with administrators, faculty, staff, students, and university constituencies. To administrate all aspects of university affairs affecting student life and otherwise promote the learning environment for the welfare of the student body.

14. To be the official medium of communication between the System President and all constituencies at the campus level: faculty, students, administrators, classified employees, alumni, and the local community.

15. To represent the university and articulate its mission to the public. To develop an effective community relations program including, but not limited to, developing ongoing relationships with alumni and building the university’s endowment.

16. To encourage public, private, and legislative support for the university. To develop an effective public service program for both the university and the community to ensure the university is meeting the needs of its constituents.
17. To promote long-range planning consistent with institutional goals. To provide academic leadership for the university through established planning processes and prioritization of goals and objectives. To promote academic excellence through execution of strategic initiatives outlined by the System President and the Board.