



## **JOB DESCRIPTION**

**POSITION TITLE:** Vice President for Mission

**REPORTS TO:** President of the College

### **PRIMARY FUNCTION:**

The Vice President for Mission supports the work of the President, the President's leadership team, and the Board of Regents in advancing the mission, vision, and institutional effectiveness of St. Olaf College.

### **AREAS OF RESPONSIBILITY:**

1. Provides counsel and assistance to the President to support mission-conscious strategic planning and decision making, promote institutional effectiveness, and further the community well-being of St. Olaf College.
2. Serves as a member of the President's leadership team, contributing to its informed deliberations, its collaborative culture, and its effective decision-making and action.
3. Serves as the executive liaison to the St. Olaf College Board of Regents, overseeing communication between Board members and the college, the preparation of information and reports to the Board, arrangements for Board meetings, and any other activities supporting Board effectiveness.
4. Serves as the St. Olaf College Accreditation Liaison Officer in accordance with the policies of the Higher Learning Commission of the North Central Association.
5. Serves as the St. Olaf College Title IX Coordinator, ensuring compliance with the provisions of Title IX as administered by applicable government agencies.
6. Leads or coordinates special projects or initiatives as directed by the President, especially those that involve more than one division of the College.
7. Serves as the President's liaison to internal and external groups, organizations, project teams, and constituencies.
8. Collaborates with other members of the College community to foster shared understanding of, support for, and action to advance, the distinctive mission of the college.
9. Supervises Institutional Research team as well as College Pastor's office.
10. Other duties as assigned

### **SUPERVISORY**

**RESPONSIBILITIES:** Supervises the Director of Institutional Research & College Pastor

**CONTACTS:** *Internal:* College President; other vice presidents; faculty and staff leadership; Board of Regents.

*External:* Higher Learning Commission of the North Central Association; guests and visitors to the college; professionals in other higher education institutions; professional associations in higher education

**EDUCATION: Essential:** M. A.

**EXPERIENCE: Essential:** Significant administrative and leadership experience in an institution of higher education  
Success in organizing complex tasks, working productively in groups, and communicating effectively with a broad and diverse audience

Previous supervisory experience

**Desirable:** Knowledge of St. Olaf College or other liberal arts institutions, particularly those with a salient faith tradition

Engagement with organizations and issues in the broader higher education community

**KNOWLEDGE, SKILLS, ABILITIES:**

- Understanding of culture, values, decision making, and change in higher education, particularly in liberal arts institutions.
- Familiarity with higher education research, data, and information to support effective decision making.
- Excellent written and oral communication skills, leadership skills, collaborative skills, and interpersonal skills.
- Ability to understand and apply externally-determined policies, regulations, and guidelines to the local context
- Ability to work both independently and in response to directives.
- Ability to provide effective supervision and mentoring.
- Ability to maintain complete confidentiality.
- Ability to manage multiple projects, set priorities, adapt quickly to change, and resolve conflicts.

**PREREQUISITE:** Criminal Background Check

**PHYSICAL DEMANDS:** None

**WORK ENVIRONMENT:** Normal office environment with some travel

**WORK SCHEDULE:** FTE: 1.0  
Term: Full Year

**APPROVAL:** David Anderson

**DATE:** June 2014