



PRESIDENTIAL SEARCH 2018

Cherub College

Introduction:

The Board of Fellows invites applications from suitably qualified individuals to succeed Dr. Kevin Dion Rolle Jr. as President of Cherub College. The deadline for all applications is August 24, 2018 at 12:00 noon. The first date of review is scheduled for August 25, 2018. Our next President will have the opportunity to lead an ambitious institution to its next level of success through a continued commitment to academic rigor, student-centered success, financial discipline, and external engagement.

Basic Functions:

Under the direction of the Board of Fellows, the President will oversee the administration of the College and the Academy; assure the College is administered in accordance with the policies adopted by the Board of Fellows; maintain community, governmental and external College relations; develop strategic plans; assure fiscal responsibility and provide overall leadership to the College programs and activities.

The President serves as Chief Executive Officer of the institution and Secretary to the Board of Fellows.

Duties:

- Plan, organize, control and direct the overall administration of the College; assure the College is administered in accordance with the policies adopted by the Board of Fellows and in accordance with the College mission of supporting and promoting student learning.
- Keep the Board of Fellows informed of the operations and state of the College on an ongoing basis.
- Provide leadership and direction in the instructional and support programs.
- Oversee and participate in the overall planning and development of the College.
- Provide for a strategic plan to properly position the College for the future.
- Plan, develop, organize and administer instructional offerings, curriculum, co-curricular activities; student services including counseling, financial aid, student governance, student activities, and job placement.
- Study and recommend items to the Board of Fellows for policy consideration; review and approve Board agenda items prior to publication.
- Explain various aspects of the College to the community, and assure that College staff is informed of the educational needs of the community.
- Plan, develop, and direct the maintenance of a continuous community relations program, in accordance with established policies; develop and maintain communication network with all college/program personnel regarding all aspects of operations.
- Consult with appropriate members of the College staff and recommend to the Board personnel for employment at the College.
- Submit the College budget recommendations to the Board; assure institutional fiscal responsibility.
- Provide leadership in research and evaluation, and stimulate improvement of the College program.

Duties continued:

- Participate as required in organizations related to postsecondary education; recommend positions on legislative and legal issues.
- Provide leadership in maintaining registration and accreditation with appropriate oversight bodies.
- Direct and implement rules for student safety, health, discipline, and conduct.
- Assure the College operates within the bounds of College policy, national law, and Board of Fellows regulations.
- Perform other related duties as assigned.

Requirements:

- The successful candidate must possess a doctoral degree (Eg. Ph.D., Ed.D., DBA etc...)
- A minimum of eight years of recent achievement in administration and/or management experience, preferably at post-secondary level, involving decision-making, supervisory, and policy recommending role in any combination of finance, educational planning, student services, and personnel management. A combination of training and experience that could have provided the required knowledge and skills will be considered.
- Demonstrate sensitivity and an understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of college students.

Knowledge and Abilities:

The successful candidate should possess knowledge of:

- Philosophy, purposes, student services, procedures, curriculums, and the community appropriate to the mission and role of the College in the community.
- Principles of organization, personnel and fiscal management, and educational research and evaluation.
- Principles and practices of administration, supervision, and training.
- Human relations related to the college and community.
- Legislative and administrative laws and practices related to postsecondary education in the Bahamas.
- Accreditation of postsecondary educational institutions. Preferably SACS.
- Strategic planning methods and practices.
- Budget preparation and control.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.

The incumbent should possess the ability to:

- Provide leadership, sense of purpose, and enthusiasm for the College and the community.
- Adopt and adapt new ideas and procedures appropriate to the improvement and efficiency of the college.
- Maintain college planning and operations within the fiscal resources of the college and oversee the development and implementation of an educational master plan.
- Plan and organize work.
- Prepare and deliver oral and written presentations.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Orient, supervise, and evaluate personnel.
- Analyze situations accurately and adopt an effective course of action.
- Develop efficient network of media communications within the college and the community to enhance and improve the institution's image as a leader in college educational offerings, community services, and other programs suitable for diverse cultures and different socioeconomic groups.
- Delegate responsibility effectively.

Application Procedures:

To be considered for this position, all materials required should be received by the Presidential Search Committee by August 24, 2018 at 12:00 noon. All applications received after the deadline will not be considered. All complete applications submitted by the deadline will be given the full consideration of the Search Committee.

It is the applicant's responsibility to ensure that all requested materials are received.

All information qualifying an applicant for the position must be included on the Cherub College Employment Application. To assist the Presidential Search Committee in determining whether an applicant meets the minimum requirements, descriptions of an applicant's present and past job descriptions should include details pertinent to the Presidents' position.

Applicants may be notified by email during any phase of this recruitment regarding status.

If it is unclear whether an applicant meets the minimum qualifications for this position from the application, the applicant will be disqualified. Therefore, the onus is on the applicant to demonstrate how he or she meets the requirements. It is not unusual to receive numerous applications. For this reason, it is advantageous to make the application as easy to review as possible.

A complete file consists of all of the following, compiled into **ONE** Adobe PDF Document if submitted electronically:

1. Completed, clearly legible, signed Employment Application.
2. One-page candidate's summary of professional career.
3. Cover letter, not to exceed five pages, detailing background for the position as it relates to the desired characteristics, qualifications, duties and responsibilities, and challenges and opportunities.
4. Copies of all college transcripts. Official transcripts of all college work will be required prior to employment. Degrees must be from an institution that is accredited by a recognized accreditation body.
5. Current professional curriculum vitae.
6. List of publications.
7. List of eight professional references, including names, telephone numbers, and e-mail addresses.

Completed applications may be submitted to:

The Honourable Joan M. King, Ph.D.
Chair of the Board of Fellows
Cherub College
P.O. Box SP-64063
New Providence
Nassau, The Bahamas

Electronic applications may be submitted to:
presidentialsearch2018@cherubcollege.edu.bs