

# Position Description

*This position description is intended to provide a general overview of the role and responsibilities of the President and does not constitute a contract or official job description. The College reserves the right to modify duties, responsibilities, qualifications, and other aspects of the position as needed. The official terms of employment will be defined by the Board of Trustees of Pratt Community College.*

## Position Title: President of Pratt Community College

**Institution Type:** Public Community College

**Location:** South Central Kansas (serving a seven county region)

**Employment Type:** Full-Time, Contract

**Reports To:** Board of Trustees

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### Position Summary

The President shall be responsible to the Board of Trustees in all matters pertaining to conduct and management of the college as set forth in the Laws and Regulations of the State of Kansas. This individual serves as the chief executive officer of the community college and is responsible for providing visionary, strategic, and operational leadership for a comprehensive, multi-campus institution serving a diverse, largely rural region in South Central Kansas. The President fosters student success, workforce alignment, community engagement, and fiscal sustainability while advancing the mission of accessible, high-quality education across the college's seven county service area.

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### Key Responsibilities

#### Strategic Leadership & Vision

- Lead the development and execution of a clear, forward-looking strategic plan aligned with regional workforce needs and student success outcomes.
- Champion innovation in academic programming, including technical education, transfer pathways, and adult learning.
- Promote a culture of continuous improvement, accountability, and data-informed decision-making.

#### Board Relations & Governance

- Serve as the primary liaison to the Board of Trustees.
- Provide regular updates, policy recommendations, and strategic counsel to support effective governance.
- Ensure transparency, compliance, and adherence to all local, state, and federal laws and regulations.

#### Academic & Student Success

- Ensure high-quality instruction, student support services, and equitable outcomes for all learners.

- Support the recruitment, retention, and success of traditional, non-traditional, and underserved student populations.
- Advance partnerships with K–12 districts to strengthen dual credit and early college opportunities.

### **Community & Workforce Engagement**

- Build strong relationships with business, industry, economic development organizations, and community leaders across the seven county region.
- Align academic and workforce programs with regional labor market demands.
- Serve as a visible and active ambassador for the college throughout South Central Kansas.

### **Financial Stewardship**

- Oversee responsible fiscal management, including budgeting, resource allocation, and long-term financial planning.
- Pursue diversified funding streams, including grants, partnerships, and philanthropic support.
- Ensure efficient and effective use of public resources.

### **Organizational Leadership**

- Recruit, develop, and retain a high-performing leadership team, faculty, and staff.
- Foster a collaborative, inclusive, and student-centered institutional culture.
- Promote professional development and shared governance.

### **Accreditation & Compliance**

- Ensure compliance with accreditation standards and lead institutional accreditation processes.
  - Maintain adherence to all applicable laws, policies, and regulations.
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## **Qualifications**

### **Minimum Qualifications**

- Doctorate degree from an accredited institution with course work in the community college, finance, higher education philosophy, management and personnel.
  - Experience working in a community college or higher education institution in an administrative position.
  - Experience in curriculum development, budgeting, instructional management and/or managing similar functions in an education/training organization.
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### **Core Competencies**

- Visionary and strategic thinker
- Collaborative and relationship-driven leader

- Strong communicator and public representative
- Financial and operational acumen
- Commitment to access, equity, and student success
- Political awareness and ability to navigate complex stakeholder environments

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## **Required Knowledge, Skills, Abilities and other Characteristics**

- Knowledge of issues concerning higher education, particularly the community college.
- Ability to establish an effective rapport with personnel in the college.
- Knowledge of higher education administration and the ability to administer objectives and goals set by the Board of Trustees.
- Demonstrated ability and willingness to communicate effectively, both orally and in writing, while exercising sound judgment and maintaining the confidentiality of sensitive information and situations.
- Demonstration of problem-solving skills and ability to reach conclusions logically which will best benefit the college.

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## **Supervises the Following Staff**

- Vice President for Instruction
- Vice President of Finance and Operations
- Vice President of Students/Enrollment Management
- Director of Human Resources
- Director of Foundation
- Director of Athletics
- Chief Information Officer
- CEO, EDUKAN

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## **Other Requirements**

- Reside in and maintain principle residence within the City of Pratt or within Pratt County, with immediate family as applicable.

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## **Compensation & Benefits**

- Competitive salary commensurate with experience
- Comprehensive benefits package
- Contract terms established by the Board of Trustees