



**WILLIAM CAREY**  
UNIVERSITY

## **Job Description**

**Position Title:** President and Chief Executive Officer

**Full-time or Part-time:** FT      **FLSA status:** Exempt – Executive level

### **Job Summary**

The president shall be the chief executive officer of the university and shall report directly to the Board of Trustees. The president shall be the official advisor to and executive agent of the Board of Trustees and its executive committee. The president shall, as educational and administrative head of the university, exercise a general superintendence over all of the affairs of the institution and bring such matters to the attention of the board as are appropriate to keep the board fully informed to meet its policy-making responsibilities. The president shall have power, on behalf of the trustees, to perform all acts and execute all documents to make effective the decision of the board or its executive committee.

### **Duties and Responsibilities**

In addition to the responsibilities related to the Board of Trustees, the president will give primary focus to the following:

1. Implement the University Mission Statement
2. Implement the long-range institutional and financial plans of the university
3. Secure financial resources for the university
4. Expand the donor base of the university
5. Strengthen ties between the university and the churches of the Mississippi Baptist Convention
6. Give direction and oversight to the intercollegiate athletic program, including direct supervision of the director of intercollegiate athletics, evaluation of the director of intercollegiate athletics, approval of employment of all coaches, approval of athletics budget, approval of conference and national affiliation and scheduling, and approval of expenditures for intercollegiate athletics
7. Provide general oversight for the College of Osteopathic Medicine, including direct supervision of the WCUCOM dean, who shall have authority to operate the WCUCOM within standards of COCA, including direct control of the academic program, budget, and faculty
8. Keep faculty, staff, students, and alumni informed about the progress of the university
9. Evaluate annually the effectiveness of the office of the president to make improvements
10. Conduct annual performance evaluations of those persons reporting directly to the president
11. Assume other functions necessary for achieving excellence as a Christian university

## Required Qualifications

- Be a member of a Southern Baptist Church in good standing as it relates to The Baptist Faith and Message, a statement adopted by the Southern Baptist Convention June 14, 2000, and embrace and exhibit compatibility with the university's mission
- Have attained a doctorate degree in an academic area from a nationally or regionally accredited college or university
- Have five or more years of experience in executive leadership positions in education at the collegiate level
- Possess experience relating to community and church organizations and dealing with accreditation agencies and governing bodies
- Be an inspiring and skilled communicator who can foster trust and unity and project a positive public image
- Show commitment and be a role model to the highest standards of integrity, ethics, accountability, personal humility, and transparency
- Show commitment to diversity and inclusion and have the demonstrated ability to work with diverse groups such as faculty, staff, students, governing boards, and community groups

## Preferred Qualifications

- Be a person of intellectual distinction devoted to excellence in teaching and learning at both the graduate and undergraduate levels
- Possess experience in increasing student enrollment, diversity, and recruitment of students nationally and internationally
- Possess a record of achievement as a visionary and entrepreneurial leader with the ability to inspire the University community
- Be a visible, engaged, collaborative leader with an approachable leadership style who is a keen judge of talent and a successful builder of high performing teams
- Demonstrate success as a risk-tolerant strategic planner who can incorporate flexibility for changing circumstances in complex environments
- Possess a strong financial acumen necessary to prioritize resources with experience in fiscal management, fiscal accountability, resource allocation, and personnel supervision in organizations with a significant budget
- Show a record of success in fundraising or the talent for building and maintaining donor relationships to bolster university financial assets
- Possess proven ability to lead in a crisis, communicate clearly, and maintain a focused and temperate response to problems at hand

## **Physical Demands**

- Ability to listen and communicate one on one and in group settings and exchange accurate information in various situations
- Ability to move about office settings, multiple campuses, various community functions and occasional outdoor functions to perform the essential functions of the position
- Ability to remain in stationary positions for extended lengths of time in office settings, travel, and various university or community functions
- Ability to operate a computer, other office equipment, and mobile devices to perform the essential functions of the position
- Ability to frequently operate equipment that involves repetitive motions of the wrist, hands, and/or fingers to grasp, lift, carry, push, pull, or otherwise move objects
- Must possess a valid driver's license and the ability to drive a vehicle to meet the essential functions of the position