

Conrad Grebel University College (the college)

Position Description for the President

Reports to: Board of Governors

Position Summary

The President is appointed by the Board of Governors. The initial appointment is for four years, and is renewable for one additional four-year term. The President is the chief executive officer of the college, responsible for all aspects of college programs and operations, including:

1. academic program, faculty, administration, staff, students and finances
2. residential program
3. relations with the University of Waterloo (UW) and other UW colleges
4. relations with the churches and executive boards of Mennonite Church Eastern Canada (MCEC) and Mennonite Church Canada (MC Canada), and other organizations consistent with the mission of the college.

The President is the liaison between the board and the faculty, students and staff of the college, and the primary public face of the college, both internally and externally. The President shall endeavor to make the institution an authentic expression of its mission, and of the church in the academy, thereby serving both.

Positions Supervised

1. Dean
2. Director of Student Services
3. Director of Operations
4. Accountant
5. Director of Development
6. Administrative Assistant to the President

Qualifications

1. Demonstrated competence as a scholar/academic, teacher and researcher, with preference for those fields that are complementary to the program areas of the college.
2. Demonstrated visionary leadership as an administrator in leading people, managing finances, planning and evaluating programs, representing and promoting causes and projects, and developing and applying policies and procedures.
3. Demonstrated commitment to the Anabaptist tradition and the Mennonite church with a vision to have the college, as an academic institution, understand its mission to be a compelling expression of that faith community in the academy.

Special Skills: The President will:

1. develop, facilitate, and motivate a leadership team and exercise keen judgment in selection of team members;
2. invite and engage the ideas of others to inform presidential authority and responsibility;
3. provide visionary, innovative and assertive leadership in strategic planning, faculty appointments and decision making;
4. be an excellent communicator who is comfortable in many settings, including public speaking teaching, lecturing, preaching, fund raising, writing and listening;
5. develop meaningful relationships with individuals and groups, and effectively and energetically communicate the mission and program of Grebel;
6. lead in generating financial resources as a major element of the presidency;
7. provide strong fiscal leadership;
8. provide motivation and information to enable the board to fulfill its mandate.

Other Skills: The President will:

1. enjoy rapport with youth;
2. demonstrate capacity to work well under pressure;
3. demonstrate good interpersonal skills;
4. exhibit honesty and openness, including towards those with different values and viewpoints;
5. engage the college constituencies;
6. nurture the community life of the college.

Specific Duties and Responsibilities

1. Work closely with the board and its committees to ensure that the mission and purpose of the college are achieved and that the college is effectively functioning within the policies and parameters established by the board.
2. Provide dynamic leadership both internally and externally.
3. Manage the affairs and execute the policies of the college through the delegation of responsibilities to the respective administrative officers of the college.
4. Develop a comprehensive and strategic planning process that will provide future direction and ensure a sound financial footing for the college.
 - Prepare an annual “state of the union” report (at year end) which describes progress towards strategic priorities and identifies challenges for the coming year.
 - Ensure that goals and program plans are evaluated annually and that the budget is met each year.
5. Conduct an annual evaluation of each of the positions supervised, according to college policy, and submit a report to the board with a recommendation for another term or for completion of service.
6. Issue annual terms of employment letters to all faculty and administrators, and ensure that all staff receive annual letters of employment.

7. Ensure the development and implementation of annual and long-term donor development and fund-raising programs to raise the financial resources required for the annual fund, endowments, capital needs and capital campaign, and special projects.
8. Manage the annual budget formation and approval process.
9. Represent the college in the denomination through church and conference structures, to pastors and congregational leaders.
10. Represent the college's distinctive mission of being an expression of the church (MCEC and MC Canada) to the various constituencies of the college, including:
 - University of Waterloo
 - Alumni
 - Friends of the College
 - the local community
11. As an expression of the church, forge partnerships with various constituencies and organizations necessary to ensure a creative and dynamic educational and residential program for the future, including relating to the business and corporate world, educational institutions, and other Mennonite colleges.
12. Be visible in the MCEC constituency, including weekend and evening commitments.
13. Lead in the creation of a positive campus environment that will enable the work of the faculty and staff to build a sense of community that nurtures growth and learning and encourage excellence in teaching and scholarship.
14. Cultivate a visible and dynamic presence on campus by articulating the vision of the college in appropriate forums, and by attending chapels, community suppers and faculty and student events.
15. Be accessible to faculty, staff and students.

Terms of Employment

1. Salary: The salary is based on placement on the faculty schedule, with an additional stipend determined by the executive committee of the board.
2. Benefits: The standard benefit package for faculty at UW
3. Sabbatical Leave Provision: Sabbatical leaves are governed by CGUC Policy 111.
4. An annual (April) written appraisal

Regular Committee Assignments

1. Chair - College Council
2. Chair - Administrative Executive
3. Chair - Long Range Planning Committee
4. Board of Governors
5. Board Executive Committee
6. Board Finance/Development Committee

7. Board Program Committee
8. University College Heads
9. UW Senate

Church wide Representation

1. Mennonite Church Eastern Canada
2. Mennonite Church Canada

Approved by the Board on June 22, 2010

Revised June 23, 2010 as per Board Instruction