

Christ's College Taipei Job Description President

PURPOSE OF THE POSITION

As chief executive officer, the president is the spiritual leader and administrator of Christ's College Taipei. In cooperation with the executive vice president, he shall plan, organize, lead, and oversee all aspects of the work of Christ's College Taipei.

REPORTING RELATIONSHIP

The president reports to the Free China Foundation of New Taipei City (FCFNTC), also known as the board of Christ's College Taipei.

JOB SCOPE

The president shall have the necessary authority and responsibility to lead Christ's College Taipei subject to decisions and policies of the FCFNTC Board and its committees. He/she shall act as the duly authorized representative of the Board in all matters in which the Board has not formally designated some other person to act.

MAJOR DUTIES & RESPONSIBILITIES

A. Institutional Values

1. Models Christian character and demonstrates spiritual concern for the student body.
2. Leads and promotes evangelistic activities on campus with the prayerful goal of winning students to Christ.
3. Promotes a high level of spiritual life and conduct on campus.
4. Leads the students, staff, and faculty in evangelistic outreach beyond the campus and into the community.

B. Board

1. Carries out and communicates all policies established by the FCFNTC board to the faculty, staff and students.
2. Serves as steward of the FCCCA Board in maintaining the final authority for the property and mission of Christ's College Taipei.
3. Attends meetings of the FCFNTC Board, providing staff support as necessary. Attends Board committee meetings as requested.

4. Presents to the FCFNTC and FCCCA Boards an annual report on the college operation, an annual external audit of the financial operations and such periodic reports as may be requested.

C. Finance

1. Responsible to the Board for the operation of the college on a sound financial basis.
2. Ensures annual external audit is conducted, and that all recommendations resulting from the audit are implemented.
3. Responsible for the physical assets of the campus.

D. Campus Development Plan

Responsible for the development of the campus and facilities according to the board-approved Master Campus Development Plan.

E. Spiritual Ministry

1. Responsible for an educational process that is committed to the spiritual development of both students, faculty and staff, and to evangelism both on and off campus.
2. Presents to the board an annual review of spiritual and evangelistic programs on and off campus.

F. Education

1. Ensures that evangelism and spiritual development are the foundation of all curricular and extra-curricular activities.
2. Establishes and maintains appropriate standards of achievement and conduct in all areas of education and nurture of students, within the limits of available facilities, equipment and personnel.
3. Responsible for the recruitment and dismissal of faculty members, ensuring that only qualified persons who are sincerely committed to the basic objectives and policies of Christ's College shall be employed.
4. Responsible for enhancing the effectiveness of the faculty and administrative staff and improving the total education program by both on-the-job and off-campus training programs.
5. Ensures compliance with MOE regulations and TRACS standards.

G. Planning

1. Responsible, together with the executive vice president and faculty and staff, for the development and implementation of an annual and five year strategic plan and an annual assessment plan.

2. Keeps abreast of trends in Christian Liberal Arts higher education in order to develop appropriate strategies to guide the planning process for Christ's College Taipei.
3. Monitors trends in Taiwan education to ensure that the college subscribes to applicable policies of the Ministry of Education.

H. Organizing

1. Organizes basic faculty and staff positions and delegates basic appropriate responsibilities and authority in consultation with the executive vice-president and academic dean.
2. Presides as chairman of faculty meetings, and delegates responsibilities according to the CCT organizational chart.
3. Reviews and updates the organizational chart annually with board approval and communication to all staff.
4. Ensures through the executive vice president that job descriptions and performance standards are available for each position, that these are clearly communicated to the faculty and staff and that annual performance reviews are conducted for all positions.
5. Maintains an organizational climate in which faculty and staff are motivated to strive for excellence in their work.

I. Personnel

1. Responsible for the hiring and dismissal of the vice president subject to the approval of the FCFNTC board.
2. Responsible for hiring and dismissal of senior managers (directors), department heads with consultation of vice president.
3. Ensures that personnel policies are motivating to faculty and staff and consistent with college goals and financial constraints.
4. Recommends all personnel policy changes and overall salary increases to the board for approval.

J. Public Relations, Recruitment & Fundraising

1. Promotes the vision and goals of the college through various channels and media.
2. Maintains cordial relationships with the Ministry of Interior and the Ministry of Education, the New Taipei City government and local government officials in order to safeguard the college's position, and to influence national educational policy whenever possible.
3. Cultivates good relations between the college and parents, alumni, churches, Christian organizations, government agencies and the general public.

4. Maintains good relationship with sister colleges in the U.S. and develop relationships with other colleges that will benefit the development of Christ's College Taipei.
5. Works in partnership with the vice president, senior managers (directors), faculty and staff to recruit students both locally and internationally.
6. Works in partnership with the FCFNTC board to raise needed funds for the college through parents, alumni, churches, the government and the public.

K. Professional Development

Participates in local, national and international conferences and meetings on higher education, and in management workshops as appropriate.

TENURE

1. A three-year contract will be given. An annual performance review will be conducted by the board.
2. The job description will be reviewed and revised by the board as necessary.

--Drafted by Christina & Nathan Showalter
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