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**Position:** Vice President for Administration  
**Classification:** Part-time or Full-time, Administration, 52-week  
**Supervisor:** President  
**Supervises:** Director of Facilities, Title IX Director, Marketing and Communications  
Director, Human Resources, other staff as assigned by the President  
**Date Reviewed:** May 9, 2022

**Basic Function:** Provide administrative leadership to maintain an efficient and compliant operation of Kansas Christian College and Overland Christian Schools

**Responsibilities:**

- Oversee campus operations
- Keep the President apprised of decisions, developments and problems in the various departments of the institution
- Supervise the management of the physical plant, through the oversight of the Director of Facilities, while overseeing the development of the physical campus including short and long-range construction projects
- Oversee human resource management and ensure compliance with state and federal laws
- Ensure Title IX compliance across the institution and annually submit applicable government reports
- Provide leadership in order to guide the marketing and communication plans for the institution.
- See that all institutional handbook and policy manuals are updated and maintained
- Effectively manage the organizational calendar, both internal and external
- Review and manage all organizational contracts
- Ensure implementation of the annual strategic initiatives coming out of assessment week
- Provide leadership for new institutional initiatives as assigned by the President
- Participate as a member of the administrative council
- Other duties as assigned by the President

**Qualifications:**

- Master's degree or above
- Strong organizational and management skills
- Must be a good communicator
- Mature Christian committed to a life guided by biblical principles committed to Wesleyan /Arminian theological position

The list of essential functions, as outlined, is intended to be representative of the tasks performed. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

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**Approved by:**  
**Reviewed by:**  
**Replaces:** Vice-President of Operations  
**References:** None

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