

JOB DESCRIPTION

JOB TITLE: Vice President for Administration and Student Services	FLSA: Exempt
Department Administration Security	Date: 10/16/23

- Reviews, revises, and negotiates all the College's property insurance coverages (not limited to these carriers): flood (NFIP), wind (TWIA), excess wind, and all other perils coverage (TASB);
- Coordinates claims with all College insurance carriers, and FEMA, in the event of a loss including composing and submitting all Disaster Recovery Project Work Summaries to all College insurance carriers, TDEM and FEMA;
- Participates in College overall planning process;
- Recommends new or revised systems, methods, programs and procedures to improve efficiency and effectiveness of College services;
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement.
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APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? _____

Signature

Date