

## JOB DESCRIPTION

Personnel Office Use Only  
Position Number: 095576  
Non-Classified: \_\_\_\_\_  
Classified: \_\_\_\_\_  
Exempt: X Non-Exempt \_\_\_\_

**POSITION TITLE: PRESIDENT AND PROFESSOR**

**INCUMBENT EMPLOYEE: RANDALL J. WEBB**

**EMPLOYEE CLASSIFICATION:**    \_\_\_ Instructional Faculty, \_\_\_ Research Faculty,  
  X Administrative Faculty, \_\_\_ Other Faculty,  
  \_\_\_ Part-Time Instructor, \_\_\_ Other Unclassified,  
  \_\_\_ Classified

**FUNCTION OF WORK:**        Serve as Chief Executive Officer of the University

**SUPERVISION RECEIVED:** Direct from System President and Board of Supervisors for the University of Louisiana System.

**SUPERVISION EXERCISED:** Direct over all Vice Presidents and other Department Heads/Budget Unit Heads that report directly to the President.

### DUTIES AND RESPONSIBILITIES

% of Time        Description

100%

- Serve as Chief Executive Officer of the University, responsible for the fiscal and personnel management and external relations with government and community.
- Support and enhance teaching, learning, scholarship and service and to articulate the University's mission to a wide variety of audiences.
- Participate in all official Northwestern State University functions as required.
- Participate in scholarly activities appropriate to position.
- Lead faculty, administrators, students and other constituents toward a comprehensive and compelling vision for the University's future.
- Create and maintain a positive, aggressive, student-oriented and caring academic atmosphere.
- Be responsible for, and exercise appropriate administrative and fiscal control over the intercollegiate athletics program.
- Exercise control over fundraising activities.
- Foster and lead an effective administrative team, enthusiasm for interacting with faculty, students, and other members of a diverse campus community.

- Maintain a collegial relationship with peers and colleagues throughout the University.
- Support the Vice Presidents in carrying out their responsibilities.
- Demonstrate integrity, intellectual curiosity, compassion, resilience, and energy.
- Articulate the vision and needs of the University to and among the various factions, agencies, institutions, governmental units, local and surrounding communities, state, regional, and national educational communities.
- Acknowledge and agree to comply with University of Louisiana System's Compensatory Time Policy, for unclassified annual leave earning employees.
- Acknowledge and agree to comply with those mandates of the Constitution and laws of the State of Louisiana which regulate the activity and employment of state employees including but not limited to the "Code of Governmental Ethics", "LA R.S 42:1101 et seq", and "Dual Office Holding and Dual Employment "LA R.S 42:61 et seq".