

Job Title: Chancellor
Wage Category: Exempt
Reports To: The Board of Trustees
Revision Date: March 8, 2018

Job Statement:

As the highest academic officer, the Chancellor of Hawaii Tokai International College (HTIC) is the chief executive officer of the institution and is responsible for overseeing all administrative and academic affairs of the school in cooperation with its Board of Trustees and the parent organization, Tokai University Educational System.

Essential Functions:

1. Work effectively with constituencies to actualize the mission of HTIC and the Tokai Educational System, with ethical, fair, honest and participatory leadership;
2. Advocate shared governance and promote collegiality, staff cohesiveness and the core values of the institution to build a sense of community and a culture of pride and professionalism within the college;
3. Encourage the establishment and maintenance of high academic standards and assist the Vice Chancellor for academic affairs and other constituent bodies in developing and delivering academic programs consistent with HTIC policies;
4. Review and assist the Executive Director in administrative matters, including the preparation and implementation of the HTIC budget and other fiscal matters and physical resources;
5. Provide experience and leadership in the continuing process of reviewing and developing the strategic master plan;
6. Organize, staff and coordinate the administrative organization needed to support faculty, staff and students in their separate but related roles;
7. Perform other related assignments as directed by the Board of Trustees and the President of Tokai University Educational System.

Qualifications:

He/she must have the educational and administrative credentials and experience sufficient to carry out the responsibilities of the Chancellor and earn the respect of the academic and local community. He/she must show evidence of successful teaching and other significant experiences that demonstrates knowledge and support of the teaching-learning process. In addition, he/she must have a leadership style that is characterized by integrity, honesty, accessibility, and the willingness to actively participate in community affairs, individually and as a representative of HTIC.

Required:

The ability to conceptualize, develop, implement, and evaluate all aspects of educational and administrative matters pertinent to the effective and efficient functioning of Hawaii Tokai International College. He/she must provide inspirational leadership that is earmarked by strong decision-making skills, the ability to resolve conflict expeditiously and fairly, and the ability to build consensus to promote the continued progress of HTIC as a learning community of academic quality and integrity.

Minimum:

Master's Degree from an accredited university and minimum of 7 years of teaching and administrative experience at the collegiate level.

Preferred:

An earned Ph.D. from an accredited university and minimum of 5 years of teaching and administrative experience at the collegiate level.

Desired Attributes:

Knowledge and experience working with Japanese and other Asian educational systems.