

MANAGEMENT COMPETENCIES

ESTABLISHES STRATEGIC OBJECTIVES

- Understands trends in higher education within specific area
- Develops and articulates objectives that support the mission and vision of Concordia College
- Aligns activities to support strategic goals and objectives

ATTRACTS AND DEVELOPS KEY TALENT

- Identifies strategic talent needs
- Recruits and hires high quality team members
- Develops and maximizes employee talent
- Recognizes and rewards employee contributions

MANAGES PERFORMANCE

- Ensures employees have clear goals and expectations and are held accountable
- Provides ongoing coaching and feedback
- Completes annual performance reviews
- Supports employees' individual development plans
- Adheres to Concordia College personnel policies and complies with EEO regulations

DEVELOPS TEAMS

- Identifies the team structure that will best meet needs
- Ensures that teams have clear goals and objectives
- Defines team roles and responsibilities
- Establishes effective work processes for team
- Creates a team environment of trust, respect and appreciation for individual differences

MAKES DECISIONS AND SOLVES PROBLEMS

- Understands incentives and barriers
- Sets up processes and structures to support change
- Prepares and empowers employees to participate in change efforts
- Demonstrates imagination and ingenuity in solving problems that accompany job responsibilities
- Exercises sound judgment

MANAGES ACROSS THE ORGANIZATION

- Builds partnerships and alliances within the College
- Knows whom to involve and when
- Provides others with open access to information
- Demonstrates strong written and verbal communication skills
- Follows through on commitments

MANAGES FINANCIAL RESOURCES

- Adheres to College's policies regarding development and monitoring of budgets
- Makes effective use of College's financial resources to support strategic direction
- Streamlines processes to maximize efficiency
- Reallocates creatively in light of vision for whole College