

SUPERVISORY COMPETENCIES

SUPPORTS STRATEGIC OBJECTIVES

- Articulates objectives that supports the mission and vision of Concordia College
- Aligns activities to support department's strategic goals and objectives

DEVELOPS EMPLOYEES

- Recruits and hires high quality team members
- Recognizes and rewards employee contributions
- Supports employees' individual development plans
- Assists in identifying mentors to support employee development

LEADS BY EXAMPLE

- Maintains a positive attitude and professionalism
- Practices consistency and honesty with compassion in supervising employees
- Adheres to Concordia College personnel policies and complies with EEO regulations
- Builds partnerships within the team, the department and across the organization

MANAGES PERFORMANCE

- Ensures employees have clear goals and expectations and are held accountable
- Provides ongoing coaching and feedback
- Completes annual performance reviews

MAKES DECISIONS AND SOLVES PROBLEMS

- 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