

**MnSCU Administrators
POSITION DESCRIPTION**

MN State Colleges & Universities

Employee Name: New Position

St Cloud State University

Administrative Unit: Academic Affairs

Department & Program:

Position Title: Assistant Provost Student Support Services

Employee Signature: _____ Date: _____

Appropriate Vice President, if applicable

Signature: _____ Date: _____

President's Signature: _____ Date: _____

REQUISITE QUALIFICATIONS (Enter minimum number of years of formal education and/or experience, which is required for this job. Do not list preferred qualifications, or your own current educational qualifications.)

Education: Earned PhD or Doctorate from a regionally accredited university

Professional Licensure/Certification:

Experience: # of years 5 type of experience:

Other Special Requirements: The incumbent needs to be highly collaborative. In particular, they should function as a formal bridge between Academic Affairs and Student Life and Development, ie., complementing the routine interaction of the Provost and Vice President Student Life and Development, as well as other key student services/support units such as Advising, Appeals and Probation, Multicultural Student Services, Veterans Affairs, Records and Registration, Admissions/EM, and Financial Aid. The Academic Affairs support person will have close working ties with both the Dean of Students' Office and CAPS and their support initiatives such as Behavioral Intervention Team (BIT), as well as the college deans and associate deans' offices.

QUALIFICATIONS FOR APPOINTMENT

FOR HUMAN RESOURCE OFFICE USE

Benchmark title _____

Current Range _____

Range Determination _____

Date Range Approved _____

PCN _____

A. Knowledge, skills and abilities required to perform duties and responsibilities:

The Assistant Provost Student Support Services must have significant management and collaboration skills. The ability to multi-task and problem resolution are a must.

B. Physical requirements (e.g., lifting and carrying equipment and materials, required overnight travel):

DIMENSIONS: (Attach **detailed organizational chart** which clearly indicates reporting lines and supervisory responsibilities.)

Budget: Salary \$ 1,000,000 Operating \$ 500,000

Direct Supervision: (This refers to the number of supervisees that you **directly** supervise) Note: do not include lead work or functional supervision.

FTE Employees 6.68
FTE Students (3 HC students = 1 FTE)
HC Non-Credit Employees (if applicable)

Supervisory Accountability: (This refers to the **total number** of employees you have responsibility for; i.e., those you supervise and the employees they supervise.)

FTE Employees 8.68
FTE Students (3 students = 1 FTE)
HC Non-Credit Employees (if applicable)

Position Assigned to Work: indicate number of months per year: months/year;
indicate whether full or part-time: full time part-time

POSITION SUMMARY (One or two sentences summarizing the primary purpose for which this position exists):

At the direction of the Associate Provost, the Assistant Provost will provide oversight and leadership for the processes that ensure high quality student support services, facilitating an integrated student experience and providing integrated holistic student support. The Assistant Provost principal contact within Academic Affairs responds to student complaints, makes referrals to other student services units as appropriate, and communicates with parents/legal guardians/family members.

DUTIES AND DELEGATED RESPONSIBILITIES:

(Percent of time should reflect time over the course of a year. Use additional sheets as necessary to provide a detailed description of these responsibilities. Please identify any

special work conditions such as the requirement to “live-in”, on-call duty, evening assignments, etc.)

<u>% Time</u>	<u>Resp. #</u>	<u>Description</u>
25	1	Oversee and lead the functions and processes that ensure high quality student support services.
25	2	Serve as liaison between Academic Affairs and Student Life and Development and coordinate services for students between these two organizational entities.
25	3	Serve as the principal contact within Academic Affairs for student complaints and grade appeals.
15	4	Serve as the liaison between the College Deans/Associate Deans and Student Life and Development as related to Code of Conduct matters and the Behavioral Intervention Team.
10	5	Interact with deans and senior administrators to facilitate achievement of the university's mission.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under her/his supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.