

**MnSCU Administrators
POSITION DESCRIPTION**

MN State Colleges & Universities

Employee Name: New Position

St Cloud State University

Administrative Unit: Academic Affairs

Department & Program: Provost Office

Position Title: Associate Provost of Research and Graduate Education

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 10 type of experience:
Post-secondary teaching and management leadership. Research and/or substantive publication record. Demonstrated competence in administrative leadership and program development. Must have requisite knowledge and skills to expand the funding for both research and sponsored programs while ensuring a high level of quality in the conduct of the research and sponsored programs. Effective interpersonal communication skills. Involvement in larger education community. Sensitivity to issues and demonstrated commitment to furthering organizational diversity.

Other Special Requirements:

QUALIFICATIONS FOR APPOINTMENT

FOR HUMAN RESOURCE OFFICE USE
Benchmark title _____
Current Range _____
Range Determination _____
Date Range Approved _____
PCN _____

<u>% Time</u>	<u>Resp. #</u>	<u>Description</u>
30	1	Develop new graduate programs; review and improve existing programs; recruit and admit graduate students in cooperation with the Graduate Committee and other committees, deans and academic departments.
30	2	Direct and evaluate all phases of summer sessions including all budget, personnel and marketing.
20	3	Provide leadership development and coordination of the following: a) leadership for the development and implementation of policies, regulations and procedures in graduate studies; b) determine fiscal and personnel priorities, make budgetary requests and distribute resources within units reporting to the School of Graduate Studies; c) represent the University on various administrative councils and committees at local, regional and national levels; d) participate as a member of the Academic Affairs Council, and other university committees for policy-making decisions; e) adhere to collective bargaining agreements and affirmative action plans.
5	4	Advocate for campus scholarship, research and creative activities and provide grant-writing support and post-award assistance for those pursuing those activities. Implement programs to enhance research and grant-seeking and grant administrative skills.
5	5	Represent the university with federal, state and local government agencies, corporations and foundations to describe institutional

needs and capabilities in areas of scholarship, research, service and creative activities to encourage and solicit support.

Assure compliance with granting agency requirements: records of time and effort; budget expenditures, equipment inventory, institutionalization of programs developed by grants.

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Provide leadership in developing and interpreting policies and procedures for research, grant-supported personnel, conflicts of interest, research with human or animal subjects; work with Special Advisor to the President to address intellectual property issues.

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Encourage and maintain cooperation among other universities and colleges and the business community to enhance collaboration in applied research, consulting opportunities, and internship options for students.

Perform other duties as assigned.

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.