

**MnSCU Administrators
POSITION DESCRIPTION**

MN State Colleges & Universities

Employee Name: New Position

St Cloud State University

Administrative Unit: Academic Affairs

Department & Program:

Position Title: Associate Provost for Undergraduate Education & 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 10 type of experience:
Post-secondary teaching and management leadership

Other Special Requirements: Demonstrated competence in administration, program development, and leadership. Effective supervisory and interpersonal skills. Planning, program measurement, and change management skills to meet desired student outcomes are among the essential requirements of the position. The incumbent must collaborate with key groups of varying interests in carrying out responsibilities of the position.

QUALIFICATIONS FOR APPOINTMENT

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

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

Assist the Provost in envisioning new strategies and educational designs and models. This requires planning actions, implementing various program changes, measuring student outcomes and gaining credibility of colleagues.

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 \$ 2,061,000 Operating \$ 529,000

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

| | |
|---|---|
| # FTE Employees | 9 |
| # FTE Students (3 HC students = 1 FTE) | 3 |
| # 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 | 25 |
| # FTE Students (3 students = 1 FTE) | 3 |
| # 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):

The Associate Provost for Undergraduate Education and Student Support is responsible for overseeing University-level undergraduate efforts that support undergraduate experience providing direction to a number of university-wide programs that serve undergraduate students and coordinating the development and implementation of academic policies and procedures related to undergraduate education to ensure the attainment of an integrated student experience for each undergraduate.

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> |
|---------------|----------------|--|
| 30 | 1 | Plan, coordinate, and direct all of the educational and administrative functions related to Undergraduate Studies, Advising Center, Academic Learning Center, Honor's Program, First-Year Experience and the Division of General Studies. Supervise staff and management budgets. |
| 20 | 2 | Provide oversight and leadership for the processes that ensure high quality undergraduate programs, including student support services. Enforce academic policies, provide leadership in keeping academic policies current and reflective of best practices, and provide oversight of the curriculum development process consistent with Board policies. |
| 30 | 3 | Work with faculty to develop, implement, and assess first-year experience programs and coordinate this program with Residential Life. Coordinate general education core and major program courses to assure sufficient offering and seats. |
| 10 | 4 | Lead efforts that ensure high quality undergraduate education programs. Oversee student support services to ensure competent delivery of these services consistent with achieving an integrated student experience. |
| 10 | 5 | Maintain and enhance relationships with community and technical colleges. Work with deans and senior administration to facilitate achievement of the university's mission. The position performs other related 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.