

MnSCU ACADEMIC PROFESSIONAL 3

KIND OF WORK

Professional level academic and academic support work for a two year higher education institution or centralized office, third of 6 classes within the academic professional job class series.

NATURE AND PURPOSE

Under limited supervision, serves as the lead of a medium to large academic program or student service area or directs various small but related programs/services; establishes operating procedures and processes including program(s) goals and work plans; develops and administers the program budget. May provide lead work to other professional level advising positions or administrative support staff; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

Compared to MnSCU Professional 2's incumbents in this class will be responsible for a relatively large and complex professional academic program or student service area. Positions require the skills to conduct and continually improve work processes. Unlike the MnSCU Academic Professional 2 incumbents must have the ability to lead and direct activities, identifying objectives, action steps, and resource needs. Incumbents must be able to collaborate with and/or influence others to the point of causing understanding and action.

OPTIONS

46 options are available for this job class.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Develop and implement procedures and support systems for all financial aid programs and processes so students are able to receive maximum assistance and the college remains in compliance with governing statutes, regulations, rules and guidelines.

Interpret statutes, policies, and guidelines and translate them into program procedures and processes so that students consistently receive services in a timely manner.

Serve as the program's expert/professional resource for students, faculty, staff, and community partners so that problems are resolved in a timely manner.

Develop research methodologies, select, gather and analyze appropriate data elements, and develop recommendations for academic initiatives to assist student retention and success.

Plan, organize, administer, and manage the college's annual gifts programs, its budget, and specialized campaigns so the college meets the scholarship needs of deserving students.

Identify, cultivate, and coordinate individual, alumni, corporate, private foundation, and business resource prospects to meet the college's stated planned giving and programmatic and endowment fund goals.

Prepare reports for college administrators, Minnesota State, and federal agencies so the college remains in compliance with regulatory and funding requirements.

Promote cooperation among businesses, industry partners, the local community, and the college to identify new and emerging academic program areas, increase college enrollment, and demonstrate commitment to the communities it serves.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Institution and State policies and procedures and state and federal statute and regulations sufficient to ensure compliance in all facets of the academic program.

Research and evaluation methods sufficient to measure and determine program effectiveness.

Marketing and public relations methods sufficient to motivate cooperation among college, business, and community partners.

History, philosophy, and critical issues in higher education sufficient to develop academic and student programs that resolve issues.

College academic and/or student programs sufficient to develop and integrate appropriate and supportive initiatives

Fund raising and/or grant proposal processes sufficient to secure outside funding for program areas and/or initiatives.

Sound business practices as applied to receipts techniques and internal control concepts.

Skills in:

Analyzing situations and data and integrating results into meaningful program initiatives.

Communication sufficient to prepare messages and materials for diverse audiences and clearly explain, discuss, and present complex ideas, regulations, policies and/or procedures.

Computer software applications and systems sufficient to manage, query, and analyze data and create reports and presentations for decision making.

Critical thinking sufficient to actively and skillfully conceptualize, apply, analyze, synthesize, and/or evaluate information gathered from a variety of sources.

Ability to:

Manage projects from inception through execution and evaluation sufficient to create clear and attainable project objectives, build project requirements, oversee cost, time and scope of projects, manage project constraints, and communicate progress and end results.

Plan, schedule, assign, review and evaluate the work of others.

Lead and facilitate group processes and encourage involvement of others.

LEGAL OR LICENSURE REQUIREMENTS (These must be met by all employees prior to attaining permanent status in the class)

NA

SPECIAL WORKING CONDITIONS

N/A

Est.: 09/76

TC: 07/07

Rev.: 05/18

Former Class Titles: Community College Program
Director 2; MnSCU Program Director 2