

MnSCU ACADEMIC SUPERVISOR 2

KIND OF WORK

Professional supervisory work in higher education administration, consultation, special services or program development or other similar assignments, second of 3 classes within the academic supervisor job class series.

NATURE AND PURPOSE

Under administrative direction, serves in a leadership/oversight role for incumbent's program; designs the programs and integrates them with other programs in the institution; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

Compared to MnSCU Academic Supervisor 1's, incumbents in this class will be responsible for programs which are much larger. Positions in this classification provide supervision to a larger number of staff including service, office/clerical, technical/paraprofessional and/or professional.

OPTIONS

NA

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

Direct and administer academic and support services for testing, tutoring, and disability services ensuring students have access to the resources and services needed to successfully complete their educational goals.

Oversee, manage, maintain, and monitor all systems, policies and procedures related to registration, student records, and academic progress ensuring all activities related to records management respect and comply with security and data privacy laws, policies, and procedures and provide for accurate student records and timely reporting.

Lead and coordinate implementation of the work plan for the Academic Pathways and Student Success initiatives to ensure progress is made toward the institution's student retention and success goals.

Develop and implement a comprehensive institution-wide enrollment management plan ensuring a streamlined process for recruiting and financial aid and admissions advising and achievement of institutional goals for attracting, recruiting, and increasing enrollment.

Review and analyze marketing data and develop recommendations for process and technology improvements to ensure gaps between prospects and final enrollment are eliminated and goals are met.

Develop and manage budgets for the testing center, tutoring center, interpreters, office of disability services, and academic support center and seek out additional resources to support the growth and sustainability of these programs and initiatives and enhance student retention and success.

Manage and administer Perkins Grants, assuring activities and expenditures comply with grant requirements and reports are complete and submitted by deadline to ensure ongoing funding.

Lead, supervise, and direct administrative and professional staff, including hiring, coaching and developing, promoting, rewarding, assigning and reviewing work, directing work, approving transfers, disciplining, suspending, discharging, and adjusting grievances to ensure that staff are skilled and available as needed, collective bargaining agreements and system policies and procedures are implemented and appropriately enforced, and projects are staffed correctly to meet deadlines and stay within budget.

#### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Multiple program/service areas (of the position).

Educational issues and legislation at the local, state and national levels sufficient to translate to academic program development and meet the needs of business and industry partners.

All Title IV Federal financial aid programs sufficient to develop and/or implement institutional or system wide financial policies, procedures and practices.

Civil Rights, Human Rights, ADA/504 Rehabilitation Act, Clery Act or other similar laws or regulations pertaining to discrimination, sexual or general harassment, or sexual violence.

Equity and diversity issues and emerging trends and best practices.

Skill in:

Hiring, directing (planning, scheduling, assigning work), coaching, training, evaluating, and disciplining assigned employees.

Administering contract language fairly and consistently in a public sector collective bargaining environment.

Managing 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.

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

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

Lead and facilitate group processes and encourage involvement of others.

Planning, implementing, and/or evaluating programs.

Specialty computer software such as Financial Aid, customer relationship management or fundraising applications and systems sufficient to manage, query and analyze data, and create reports and presentations for decision making.

Ability to:

Identify and work directly with national financial aid associations and reporting centers, such as the National Student Clearinghouse to effectively represent the needs of our institutions and system.

Evaluate programs and services sufficient to recommend and/or implement enhancements.

Build relationships to effectively understand the needs of diverse populations and translate those to programs and services and campus climate initiatives.

Design, develop, and deliver training that engages learners and achieves learning objectives.

Work with auditors and/or program reviewers sufficient to provide required data in a timely and accurate manner.

Work with diverse, underrepresented, and/or underserved communities and/or organizations.

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.: 07/07  
TC: NA  
Rev.: 05/18

Former Class Titles: