

MnSCU ACADEMIC PROFESSIONAL 6

KIND OF WORK

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

NATURE AND PURPOSE

Under administrative direction, serves as nationally recognized expert for a relatively large and complex professional/administrative program or specialized professional services with the highest degree of complexity and/or administrative demands; directs educational research and specialized programs; analyzes and recommends new and modified policies; supports system wide decision making and long-range organizational and system planning; serves as a liaison with other state and federal agencies and provides direction to interdisciplinary task forces and committees; analyzes and develops legislation; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

Compared to MnSCU Academic Professional 5's, incumbents in this class will be responsible for maintaining expertise with a national scope and breadth of responsibilities for education work at the highest degree of complexity. A level of innovation not seen in the MnSCU Academic Professional 5 classification is needed to proactively address issues affecting the programs and/or departments. May require innovative solutions to situations without precedent or in definition of new directions.

OPTIONS

11 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, implement, and lead processes that guide the disposition of new academic program requests, program closures, and modifications to existing programs ensuring program decisions are informed by labor market data, decisions are documented, institutions are informed of proposed and approved changes, program duplication is minimized, program inventories are accurate, and decisions comply with statute and system policies and procedures.

Develop, implement, and lead processes that guide development of academic program standards and procedures to meet accountability, quality, and efficiency expectations of federal and state government, professional associations, and accrediting agencies and align with system strategic priorities.

Co-lead for Minnesota initiatives, collaborating with other state agencies to provide greater opportunities for low-wage and/or low-skilled adults to increase their basic and occupational skills and acquire credentials that lead to self-sufficiency.

Lead and direct the efforts of the Minnesota College Athletic Conference, establishing, prioritizing, executing, and/or promoting the conference and its activities to strengthen student retention and success at two-year institutions.

Review, monitor and correct financial aid practices, activities, and performance system wide at all institutions ensuring compliance with federal and state financial aid regulations, rules and guidance, Board policies, and system procedures.

Consult with institution staff on new program ideas, provide advice regarding preparation of program applications including program design, and consult with cooperating institutions or secondary schools to assist the institution in quickly moving new program ideas from concept to reality.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

National trends, legislation, standards, and professional organizations in higher education.

Minnesota public higher education academic issues, programs, and policies.

Academic, vocational, and technical education issues, practices and concerns.

Labor market information including industry and occupational classification systems.

Educational policy issues related to faculty and staff development and alternatives for reorganization of curriculum, delivery methods, pedagogy, assessment, and accreditation.

Skills in:

Facilitating group process techniques including consensus building, conflict resolution, mediation techniques.

Developing and executing marketing plans and strategies.

Ability to:

Interact effectively with different stakeholders including faculty, deans, vice presidents, presidents, boards, legislators, business and labor leaders, community leaders, and others as appropriate.

Mediate conflicting views of stakeholder groups.

Effectively anticipate, identify, analyze, monitor, and evaluate various types of academic program issues.

Plan for contingencies and quickly revise strategies when unforeseen events arise.

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.: 03/95

TC: 07/07

Rev.: 05/18

Former Class Titles: MnSCU Program Director 4