

### MnSCU ACADEMIC SUPERVISOR 3

#### KIND OF WORK

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

#### NATURE AND PURPOSE

Under administrative direction, serves in major roles within the institution; has multiple, institution-wide functions; supervises a significant staff; has program operational responsibilities (i.e., budget, program policies/procedures, long range planning); and performs related work as required.

#### DISTINGUISHING CHARACTERISTICS

Compared to MnSCU Academic Supervisor 2's, incumbents in this class will be responsible for advanced professional level supervision of academic or academic support programs with a larger number of staff. Positions serve in major roles within the institution and have multiple, institution-wide functions. Incumbents are responsible for much larger programs than those at the 2 level and have supervisory responsibility for service, office/clerical, technical/paraprofessional and professional employees.

#### 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.)

Work with academic programs and outside organizations on new business development to identify and implement continuing education courses and programs that meet occupational and lifelong learning interests, demands, and department sales and revenue goals.

Oversee and participate in research and development of grant applications to ensure ongoing sustainability of workforce development activities, programs and resources.

Establish annual financial goals for the department, including revenue-based performance goals for the sales team, and develop and present the annual budget request to ensure ongoing sustainability of workforce development activities, programs and resources.

Direct the operations of multiple departments, admissions, records and registration, financial aid, and student affairs, ensuring annual goals and work plans are developed and implemented,

procedures are in place, data is collected and analyzed to evaluate programs, activities and initiatives, and improvements are made to support student retention and success.

Act as decision maker for exceptions to policies, regulations, and timeliness for student appeals and petitions ensuring documentation provided supports professional judgement to override federal and/or state regulations.

Lead, supervise, and direct administrative staff, sales team and adjunct instructors, 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:

Expertise in specific professional field.

Business practices and processes including business planning, human resources management, financial management, sales and/or marketing, and project management.

State and Federal laws, rules, and regulations governing the program area.

Educational philosophy and practices for the program area.

Educational policy issues and alternatives for addressing policy issues.

Quantitative research methodologies applicable to post-secondary education.

Fiscal management practices and state and federal administrative processes and auditing requirements.

Contemporary issues and trends related to the transformation of higher education (e.g., lifelong learning, student-centered learning, inquiry-based learning, virtual universities, fusion of learning and work, distributed learning, etc.).

Needs assessment methods, program development and evaluation techniques.

Skill in:

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

Thinking creatively and moving ideas from concept to reality.

Planning, implementing, and/or evaluating programs.

Design and preparation of data analyses working with large and complex relational data sets.

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.

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.

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

Use of technology and applications sufficient to develop, deliver, and assess training.

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:

Recognize logical relationships among and between data elements and the objects the elements describe or measure.

Conceptualize and execute creative, efficient and effective solutions to issues/problems.

Evaluate recommendations from committees, institutional staff and other stakeholders to determine effectiveness and efficiency; then determine best methods for delivering programs and services.

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

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

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.: 07/95

TC: 02/07

Rev.: 05/18

Former Class Titles: MnSCU Program Supervisor 2