

MnSCU ACADEMIC PROFESSIONAL 1

KIND OF WORK

Professional administrative, program development, and research work supporting higher education programs.

NATURE AND PURPOSE

Under general supervision, incumbents are responsible for an administrative/professional program area that supports the academic programs within a college. Some incumbents will be individual contributors within a professional student support program. At this level, an incumbent typically: establishes operating procedures and processes within the framework of general policies and guidelines; develops and administers the program budget; and serves as the college's technical/professional resource within the program area.

A MnSCU Academic Professional 1 is responsible for a relatively small or homogeneous professional/administrative program or specialized professional services. Program complexity is measured by evaluating the following factors:

Program diversity

Number of clients served

Program's impact on the college and community

Depth and breadth of technical and administrative knowledge needed to implement the program. (When incumbents are individual contributors, the depth and breadth of professional/technical knowledge will be greater.)

Program area does not determine classification level within the MnSCU Academic Professional and Academic Supervisor series. For example, Marketing or Admissions may be assigned at any level of the series, depending on the complexity of that program within the college.

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

Directs a relatively small and/or homogeneous professional/administrative program area by:

- Developing program procedures and processes based on established policies and guidelines.
- Developing the program's goals and work plans.
- Monitoring program spending and providing input into the program's budget.
- Serving as the program's technical/professional resource for college faculty, staff, students and the community.

Conducts research to support the college's academic and student support programs by:

- Selecting and gathering data.
- Analyzing data.
- Preparing reports for college administrators, MnSCU and federal agencies.

Promotes cooperation among businesses, industry, the local community and the college by:

- Preparing and delivering presentations to businesses, industry, and community and professional organizations.
- Serving as a member and resource on community committees and task forces.
- Developing and distributing promotional literature.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

State and Federal statutes and regulations to ensure compliance in all facets of a program.

Marketing and public relations sufficient to motivate cooperation among the college, businesses, and the community.

College programs sufficient to develop appropriate processes and procedures.

Grant writing sufficient to secure outside funding for program area.

Ability to:

Plan, organize and administer activities and meet deadlines.

Analyze situations and data and integrate results into meaningful program activities.

Communicate orally and in writing to diverse audiences, Motivate others through written and oral presentations.

Work cooperatively with internal and external clients.

COMPENSATION LEVEL

Compensation Level: A-05I (MAPE)

DI2 152; C3(25) 38; C1C 43 = 233 Hay points

Est.:

T.C.: 7/07

Rev.:

Former Title(s): MnSCU Program Director 1