

DRAFT  
 POSITION DESCRIPTION  
 North Dakota State College of Science

PART A - Identification, Duties/Responsibilities, and Task Inventory

May 2021

1. Name of Employee: 1a. Position #: 0024001		2. EMPL ID #:	
3. Sub Band Title: Exec/Admin 3a. Job Family Title/#: 110		4. Functional Title: Vice President for Instruction	
<b>5. Please check all that apply:</b>			
<input checked="" type="checkbox"/>	Full Time	<input type="checkbox"/>	Part-Time (FTE)
<input type="checkbox"/>	9-month position	<input type="checkbox"/>	10-month position
<input type="checkbox"/>	11-month position	<input checked="" type="checkbox"/>	12-month position
<input type="checkbox"/>	Other month		
<b>HR USE ONLY</b>			
<input checked="" type="checkbox"/>	Exempt (If exempt, documentation required)	<input type="checkbox"/>	Non-Exempt
6. Institution:	North Dakota State College of Science	7. Division:	Instructional Affairs
8. Department:	Instruction	9. Unit:	
10. Work Mailing Address:	800 N 6th Street		
11. Work phone #:	671-2112		
12. Name and Title of Supervisor:	President John Richman		
<p><b>VISION</b>          To enrich people's lives through responsive lifelong learning in a dynamic educational and technological environment.</p> <p><b>MISSION:</b>          The North Dakota State College of Science is a comprehensive, associate degree granting college founded on a tradition of quality and integrity. We deliver learner-focused education through a unique and evolving collegiate experience. Using innovative delivery strategies, NDSCS anticipates and responds to statewide and regional needs by providing access to occupational/technical programs, transfer programs, and workforce training.</p>			

## VALUES

The North Dakota State College of Science acts in accordance with a set of shared values that complement the College's vision and mission statement.

The people of NDSCS – students, employees, alumni, and friends – hold learning, integrity, flexibility, and excellence in the highest regard. These values are intended to foster an environment conducive to lifelong learning and to encourage behaviors that fulfill the College's mission and meet the needs of its students.

As members of the NDSCS community, we are stewards for many constituents – students, parents, citizens. They have entrusted us with their resources and their aspirations, and we respond with personal attention, professional conduct, and vibrant enthusiasm for our vocation. Each of us contributes to the success of the College, its students, and its alumni. Our shared values embrace our decisions and our daily actions.

We Value:

**Learning:** Engage the campus community in a lifelong learning environment inside and outside the classroom

**Integrity:** Work with others and conduct ourselves in a respectful, ethical, honest, and trusting manner.

**Flexibility:** Consider ideas from all sources and adapt to the needs of our patrons.

**Excellence:** Deliver superior programs and services that distinguish the college from its peers.

### 13. What is the function/mission of your department?

The Division for Instruction provides administrative leadership and support for the instructional functions of the institution. This division supports student learning and personal growth by providing services, instruction and to help students grow personally and professionally. The Division for Instruction hires and supervises the faculty and staff, manages the instructional and related support services, develops the curriculum, manages resources, and purchases appropriate instructional equipment.

This Division for Instruction is responsible for University System relationships including transfer of courses, distance delivery, , inter-library relationships, mission mapping implementation, workforce affairs, Tri-college relationships, partnership building, technology in instruction, early entry, departmental accreditation and student services. The Division also serves as a liaison with the State Board for Career and Technical Education.

The Division also provides leadership for programming that enables businesses to enhance performance and productivity for individuals to achieve personal and professional growth. The focus is training which utilizes state of the art equipment and facilities, flexible and responsive delivery methods, qualified trainers, and quality materials.

### 14. What is the purpose of your position? (Why does the position exist, how does the position function within the work unit?)

The Vice President for Instruction serves as the institution's Chief Academic Officer. This position provides leadership, management, and support for all aspects of the institution's educational planning, curriculum development, instructional delivery, extended learning, human resource development, student learning, equipment procurement, facility planning and special college initiatives. This position also provides leadership and management of the College's efforts to build positive relationships with federal and state agencies and where appropriate pursues and secures alternative funding sources. This position assists the President and President's Staff in the establishment and implementation of college priorities and initiatives.

Provides leadership in the functional areas of workforce development and the training divisions for NDSCS that include responsibility for annual plan development, marketing, enrollment, budget, data analysis and assisting in the design and development of new programs. The position also has specialized emphasis within the Fargo market as well as the Southeast region of North Dakota to enhance the economy by advancing NDSCS's mission to provide workforce and economic development linkages. This position reports to the President.

**PART A-15 - Duties/Responsibilities:**

Provide a general statement of each major duty or responsibility.

List the task(s) involved in accomplishing each major duty/responsibility.

Indicate the percent of time that is spent on each major duty or responsibility. Estimate percentages over the course of a year.

Begin each statement with a verb that exemplifies the action taken in performing the assignment.

Indicate Essential/Secondary. The following questions should be taken into consideration in the determination:

- Is the duty/responsibility the reason the job exists?
- Is this a highly specialized task or one that requires special education, training, licensure?

If the answer is yes, the duty is essential.

- What is the percentage of time spent on the function?

If the answer indicates a great percentage of time, the duty is probably essential.

- What are the consequences to others or to the institution of the failure to perform the function?

If the answer indicates a high level of accountability, the duty is essential.

<b>Duty/Responsibility No:</b> 1	<b>Statement of duty/responsibility:</b>
<b>Percent of Time:</b> 25	Planning and Development
For ADA compliance, see instructions. Responsibility is (Please check one):	
<input checked="" type="checkbox"/> Essential	
<input type="checkbox"/> Secondary	

**Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task):**

1. Provide leadership for the Division for Instruction in the development, prioritization and implementation of the institutional strategic plan, goals, objectives, Strategic planning, and initiatives, consistent with the mission, vision, values and philosophy of the institution.
  2. Facilitate and provide support for the development of annual short and long-term goals for the administrative units/departments within the Division for Instruction.
  3. Collaborate with other college units to effectively implement the goals and initiatives of the NDSCS and Division for Instruction units/departments.
  4. Strategically plan, manage, and operate the on-campus and off-campus instructional and student activities in ways that enhance the collegial experience for students.
  5. Serve on campus committees and coordinate the work of instruction and student related committees.
- Provide oversight for the Career Workforce Academy instructional areas and continue to grow and enhance the relationships with our partners
- Organize a division that will be creative and productive in meeting the current and projected needs of the state's workforce
- Collaborate in development of cutting-edge educational training programs in collaboration with internal and external groups to provide a well-trained workforce.
- Ensure the future of Work Force affairs as a self-sustaining, revenue-generating division of the college.
- Oversee TrainND Southeast Region

Duty/Responsibility No: 2	Statement of duty/responsibility:
Percent of Time: 15	Human Resource Development
For ADA compliance, see instructions. Responsibility is (Please check one):	
<input checked="" type="checkbox"/> Essential	
<input type="checkbox"/> Secondary	

Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task):

1. Provide leadership and oversight for Division for Instruction employee human resource functions.
2. Foster a supportive and team-centered work environment within NDSCS and the Division for Instruction.
3. Provide leadership in the development and implementation of professional development activities and programs.
4. Ensure the efficient utilization of human resources through assignment, review, and reallocation of personnel.
5. Provide leadership, oversight, and support in the management of human resource functions by Division for Instruction administrators, including position descriptions, recruitment, screening, selection, appointment, performance appraisals, professional development, and terminations.
6. Recommend individuals for employment, promotion, contract adjustments, early retirements, and dismissal/termination.
7. Recommend faculty for tenure and promotion.
8. Provide direct supervision and mentoring of employees reporting to the Vice President for Instruction, including conducting performance appraisals, and ensuring job descriptions are updated.
9. Ensure that consultants are fulfilling their responsibilities in accordance with their contracts.
10. Provide leadership and oversight for divisional salary administration.

Duty/Responsibility No: 3	Statement of duty/responsibility:
Percent of Time: 25	Instruction, Curriculum Development and Evaluation
For ADA compliance, see instructions. Responsibility is (Please check one):	
<input checked="" type="checkbox"/> Essential	
<input type="checkbox"/> Secondary	

Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task):

1. Serve as the Chief Academic Officer of the College.
2. Review and approve curriculum modifications, new program requests and deletions, and ensure that the academic integrity of the institution and the NDUS is upheld.
3. Seek to ensure NDSCS classroom, laboratory and other learning environments foster excellence in teaching and learning.
4. Articulate NDSCS associate degree and diploma programs with secondary and other post-secondary institutions.
5. Evaluate programs in accordance with State Board of Higher Education and Career and Technical Education guidelines.
6. Develop ways to increase faculty and student involvement in the teaching, learning, and advising process.
7. Recommend relevant and innovative curriculum development projects.
8. Process curriculum changes in accordance with institutional and State Board of Higher Education policies and procedures.
9. Lead the program approval process by HLC and other program accrediting agencies.
10. Recommend policies for admission, retention, and graduation.
11. Obtain input from active program advisory committees.
12. Provide oversight for updating key academic policies and publications, including the College Catalog, academic calendar, graduation requirements, etc.
13. Provide oversight for delivery methodologies including but not limited to online, early entry (dual credit) and hybrid
14. Provide oversight for Information Technology Services that serve the instructional technology needs for the instructional programming and the infrastructure for NDSCS
15. Provide oversight for Library Services

Duty/Responsibility No: 4	Statement of duty/responsibility:
Percent of Time: 10	Budget Development and Management
For ADA compliance, see instructions. Responsibility is (Please check one):	
<input checked="" type="checkbox"/> Essential	
<input type="checkbox"/> Secondary	

Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task):

1. Assist in the establishment and implementation of institutional annual and biennial budget priorities.
2. Provide oversight in the development, prioritization, and administration of annual and biennial budgets for the Division for Instruction, with the assistance of administrators, department chairs, directors, and other administrative personnel.
3. Provide oversight and administration of state, local, grant and other special project accounts within the Division.
4. Ensure programs and departments are operated in a cost-effective manner.
5. Ensure faculty and other personnel allocations are consistent with budgeted allocations.
6. Provide oversight and administration for the annual plans and budgets supported by North Dakota Career and Technical Education funding.
7. Work with departments to establish partnerships and alternative funding sources for innovative programming and continue to move the institution forward in all academic areas.

Duty/Responsibility No: 5	Statement of duty/responsibility:  General Administrative
Percent of Time: 15	
For ADA compliance, see instructions. Responsibility is (Please check one):	
<input checked="" type="checkbox"/> Essential	
<input type="checkbox"/> Secondary	

Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task):

1. Support the vision, mission, objectives, quality standards and shared values of the College.
2. Represent the College in a positive and professional manner.
3. Work with other administrators, directors, department chairs, faculty, staff, and students to foster a supportive and team-centered work environment throughout the Division and College.
4. Serve as a member of the President's Staff, Management Team and other campus teams, committees, and ad hoc groups.
5. Represent the College at NDUS and legislative meetings and activities as designated by the President.
6. Establish and promote positive relationships with the public and other internal/external groups.
7. Assume over-all administrative responsibility for the College in the absence of the President and as so designated.
8. Serve as the College's designated representative to the NDUS Academic Affairs Council, ND CTE Administrators meetings, federal agencies, congressional offices, and other groups as designated.
9. Provide administrative oversight for the instructional program units:
  - a. Manufacturing
  - b. Building Systems and Construction Design
  - c. Transportation
  - d. Allied Health
  - e. Allied Dental
  - f. Nursing
  - g. Agriculture
  - h. Liberal Arts/General Education and Academic Service Center
  - i. Business/Instructional Technology/Culinary
  - j. TrainND/CDL/CAN
  - k. Apprenticeship ND
  - l. SkillsND
10. Provide for the general management of the Division for Instruction, including appropriate staffing, correspondence, records management and use of equipment and facilities.
11. Ensure compliance of applicable laws, regulations, Board policies, and administrative decisions.
12. Perform other duties as assigned by the President.

Duty/Responsibility No: 6	Statement of duty/responsibility:  North Dakota University System Relationships
Percent of Time: 10	
For ADA compliance, see instructions. Responsibility is (Please check one):	
<input checked="" type="checkbox"/> Essential	
<input type="checkbox"/> Secondary	

Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task):

1. Work with the NDUS Academic Affairs Council to coordinate new program development, course transferability, common calendars, tenure policies and other academic issues.
2. Work with other NDUS institutions and academic offices to maximize collaborative ventures that are in the best interest in serving the needs of students and NDSCS.
3. Participate in NDUS initiatives, strategic planning, long-range and short-range planning as appropriate.



**PART B - Working Environment**

<p><b>1. EDUCATION/KNOWLEDGE REQUIREMENT</b> - Minimum education required to perform adequately in position could reasonably be attained only by completing the following (if you were to recruit today, what qualification would you require?):</p>	
<p><b>REQUIRED EDUCATION/TRAINING</b> (choose one)</p>	<p><b>DEGREE INFORMATION:</b></p>
<input type="checkbox"/> less than high school diploma	Type of degree Master's Degree
<input type="checkbox"/> high school diploma or GED	
<input type="checkbox"/> 1 year college	Major field of study or degree emphasis Education, administration, career and technical education, technical, business or a closely related field
<input type="checkbox"/> 2-year college	
<input type="checkbox"/> 3-year college	
<input type="checkbox"/> 4-year college	Specialized subject knowledge (cost accounting, MACRO economics, etc...) 1. Knowledge of strategic planning and decision-making processes. 2. Knowledge of continuous improvement techniques.
<input type="checkbox"/> 1st year of graduate level	
<input checked="" type="checkbox"/> 2nd year of graduate level	
<input type="checkbox"/> post-graduate	
<p><b>Required Work Experience in Addition to Formal Education/Training:</b></p> <p>Five (5) plus years of experience in education administration or a closely related area*</p> <p>• Five (5) plus years of positive and established working relationships with federal, state and/or legislative elected officials in a collaborative basis*</p>	
<p><b>Required Supervisory Experience:</b></p> <p>Administrative supervisory experience as a senior administrator, dean or director of multiple direct reports.</p>	
<p><b>2. LICENSE/ CERTIFICATION</b></p>	<p>Identify licenses/certification required:</p> <p>No specific license/certification is required.</p>
<p><b>3. SPECIFIC SKILLS OR EQUIPMENT REQUIRED</b></p>	<p>Requires use/operation of</p> <ol style="list-style-type: none"> <li>1. Excellent communication skills, including speaking, presentation, writing, public networking, and meeting facilitation.</li> <li>2. Skill in fostering collaborative relationships.</li> <li>3. Skill in employee supervision and management.</li> </ol>

4. RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING PERSON/POSITIONS		
Position #	Title of Person Supervised	
	Instructional Program areas	
	NDSCS Online, Fargo and Early Entry Directors/Coordinators	
	Office Manager, Academic Affairs	
5. INDIRECT SUPERVISION	Total number of positions indirectly supervised: Includes full and part-time faculty and various staff	
	Total number of students or other non-banded staff indirectly supervised	

<b>6. HAZARDOUS WORKING CONDITIONS</b>	Unusual or hazardous working conditions related to performance of duties: None
	Precautionary measures taken to avoid those unusual or hazardous working conditions: None
	Frequency of occurrence of unusual or hazardous working conditions: None

7. PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities.				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Use Hands Dexterously (use fingers to handle, feel)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reach with Hands and Arms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb or Balance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop/Kneel/Crouch or Crawl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talk or Hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Taste or Smell	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift & Carry: up to 10 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
up to 25 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
up to 50 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
up to 75 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
up to 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position. Please Attach an Organizational Chart.

*Employee's email address*

*Supervisor's email address*

\_\_\_\_\_

*Employee Signature*

\_\_\_\_\_

*Supervisor*

\_\_\_\_\_

*Supervisor*

\_\_\_\_\_

*Dean/Director*

\_\_\_\_\_

*President or Vice President*