



KELCE
COLLEGE OF BUSINESS
Pittsburg State University

MINUTES

Kelce Leadership Council
November 16, 2022

KLT Present: Alex Binder, Din Cortes, Chelsey Decker, Paul Grimes, David Hogard, Mimi Morrison, Lynn Murray
PC's Present: Anil Lal (via Zoom), Mary Jo Goedeke, Mary Judene Nance, Larry Woodward
Absent: Maeve Cummings, Hamid Khan, Sang Lee (in Korea)

Dr. Grimes distributed draft of the Kelce New Year's card that will be sent out to donors.

- I. Administrative
 - a. COVID – Status quo – Dr. Grimes sent email to students to be mindful of getting tested if they feel ill
 - b. Campus
 1. Centralized advising plan moving forward; update from David; Dr. Binder has discussed the new plan with Kelce faculty; Advising will be moving to Horace Mann for the present time; Student Success Center in the Library should be ready in August 2023; interviewing to hire full-time advisors to start at beginning of spring semester. Will continue to advise current advisees, this year's freshmen class, and true freshmen for 23SU and 23WF classes.
 2. New financial aid computer system now live for back office work; rolling out student access
 3. Library will again offer expanded hours during Finals Week – Kelce is providing snacks on Sunday night
 4. Heads up on “phishing” campaign targeting faculty/staff in February
 5. KBOR System-wide General Education Webinar next week 12/16 @ 10:00 a.m. – need KCOB faculty participation to prepare for upcoming changes to our undergraduate programs
 6. Student Emergency Assistance Fund - \$25,000 grant funds that are available to students in significant emergency situations (up to \$750 each); contact is VP for Student Life Office
 - c. College
 1. How to fill the Kelce Academic Advising Center hole? – see proposed position descriptions – reviewed 2 position descriptions for (1) Director of Student Relations and Engagement, (2) Internship and Career Readiness Coordinator. All are asked to review and send comments/proposed changes to Dr. Grimes.
 2. KLT/KLC schedule for spring; update spring calendars! PC's are asked to let us know what time/date works best for KLC meetings in the spring.
 3. Holiday Party next Monday 12/12 – bring donations for Toys for Tots
 4. Commencement a week from Friday 12/16 @ 5:00 p.m. (100+ Kelce grads) – faculty participation needed
- II. Building Project
 - a. Debrief this week's presentation – PC's were encouraged to take this info back to faculty in their areas;
 - b. Michael Davidsson to keep an office in Block 22 this spring; trial run with offering capstone econ class at Block 22 – currently working to set up room for classroom usage
- III. AACSB Accreditation
 - a. Peer Review Team visit date, November 5-7, 2023; Dean Grimes visiting with PRT Chair Robin Sronce on Friday via Zoom
 - b. Risk Assessment – next steps; mitigation plans
 - c. Societal Impact – next steps; refinement of statement concerning “economic growth and development”
- IV. Major Updates
 - a. Accounting – Goedeke – there are ongoing changes for the CPA exam – state requirements and content for the exam are changing (adding CIS 420 as a requirement); making prerequisite change to grad level tax research course – will affect MPAcc students; working on evaluating entire accounting curriculum with input from accounting faculty; need to add data analytics course in the future to meet CPA requirements

- b. Business Economics – Lal – program review committee has recommended that an action plan be devised to attract additional students to the economics program; Dr. Lal and Dr. Binder are working on this. Economics is now designated as STEM. This could bring more international students to program – Dean Grimes suggested using this as a focal point in recruiting materials.
- c. Business Studies – Hogard – 6 students majoring in this new program this year; Business Studies majors will be eligible for Kelce/business scholarships
- d. CIS – Cummings (absent)
- e. Finance – Woodward – reviewing Finance program – considering adding a finance data analytics course – students are interested in this and it would make them more marketable (could develop a dual listed course in Accounting and Finance)
 - Lengthy group discussion followed about need to call an ad hoc task force together to create a plan to coordinate the college’s data analytics course needs at both undergraduate and graduate levels. Dr. Woodward agreed to chair.
 - Dean Grimes will write a charge for the task force.
- f. International Business – Khan (absent)
- g. Management – S. Lee (absent)
- h. Marketing – Nance – marketing capstone dinner at Crestwood Country Club is tomorrow evening; student teams will make pitches to the client and award will be given to the winning team. Submitted application to the Kansas League of Municipalities to survey and form focus groups to update their strategic plan - at the request of the President. Will be competing with other universities in Kansas.

V. Administrative Updates

- a. ADGSB – Cortes – working on surveys
- b. ADMIN – Mimi – no report
- c. ADUSB – Murray – requests from football program for prospective students visits on Saturdays – Dr. Murray will try to cover but there may be some that she will need assistance with; Kelce Computer Lab evening usage is down – requesting to close the lab during evening hours for the spring; GA bowling on Sunday event from 1-3; W@W luncheon is 3/31/23; distributing care bags to students for finals week
- d. DAACR – Hogard – still enrolling students for 23SP; PSU FBLA is hosting the district high school competition at PSU on 1/24/23 in the Student Center – 250 students competing; also hosting the collegiate FBLA competition in March.
- e. DGBP – Decker – requesting to add data analytics STEM designated area to the MBA program in order to recruit additional MBA students; 90 graduation petitions this semester; many students attended the MBA information sessions this week; PMBA Marketing emphasis is launching on 1/6; PMBA bookmarks that have full calendar dates and stickers will go out to all PMBA students in 2023; meeting regarding admitting international students to the PMBA program if student meets the criteria; hired 2 new GA’s for the spring semester; will have 13 openings for GA positions in the fall; graduation reception is next Friday from 2-4 in the Governor’s room of the OSC
- f. FC – Binder – Dr. Sha will be PC for CIS to replace Dr. Cummings; faculty meeting last week went well

VI. New Business

- a. A faculty task force for creating data analytics courses across multiple disciplines for the college will be formed. Dr. Woodward will chair.

VII. Adjourn 3:55pm

Fall 2022 Dates to Remember:

December 5 to 9 – Dead Week
 December 12 to 16 – Finals Week
 December 16 – Commencement; KCOB @ 5:00 p.m.

**Pittsburg State University
Position Description**

Instructions

- The **Position Description (PD)** provides details for the position in addition to details found in the **Job Description (JD)**. The Job Description should be used as a guide for completing the PD. Job Descriptions can be found on the HRS web page (<https://www.pittstate.edu/hr/files/documents/uss-and-ups-page-docs.html>).
Note about Job Descriptions: Job Descriptions for Unclassified positions are being developed. If there is not a corresponding Job Description available, complete the Position Description with details about the position. Refer to instruction on the HRS web page (see next bullet for link).
- The line manager completes the Position Description (PD) document. Instructions for completing the document are found on the HRS web page (<https://www.pittstate.edu/hr/policies/position-descriptions.html>).
- The line manager sends the electronic word file with a current organization chart to HRS & Institutional Equity (IE) for initial review. The organizational chart must have position numbers and names of employees on all positions in the department. HRS/IE will notify you when the review is complete.
- After the HRS/IE review is completed and the line manager is notified, the line manager prints the PD document and signs. The PD is routed for signatures, if required by the division. The signed copy is sent to HRS to be uploaded in GUS HR.

Section 1. Basic Position Details

	Current	Proposed Change
Position Name-Code (Number)	Academic Advisor and Internship Coordinator	Internship and Career Readiness Coordinator
Position Type	Unclassified Professional Staff	
Department	Dean's Office	
College/Division	Kelce College of Business / Academic Affairs	
Job Name	Advisor and Coordinator	Coordinator
Job Code		
Location (where employee works)	Pittsburg State University Main Campus	
Work Schedule	12 Month Appointment	
Days Worked	Monday through Friday with substitute days as necessary	
Hours	40 hours per week	
Line Manager Position Name-Code	Director of Academic Advising and Career Readiness – G2003084	
PD Updated Date	Summer 2022	Fall 2022

Section 2. Reason for Position Description Update (Existing Positions only)

Realignment of responsibilities within the administrative structure of the Kelce College of Business due to the university's decision to move academic advising to a centralized model under Student Success.

Section 3. General Description of Position – Primary Function, Supervision and Instruction Received and Interactions

This unclassified professional staff position fulfills two primary functions for all students enrolled in the Kelce College of Business: coordination of internships and experiential learning experiences, and, delivery of career readiness services and support. The Coordinator serves as the intermediary for employers seeking to hire interns, students searching for internships, and provides academic oversight in coordination with disciplinary faculty for credit-bearing internships. The Coordinator works with employers to develop and structure appropriate internship positions and experiential learning opportunities that provide rewarding professional experiences for degree-seeking business students, provides students with information about internship opportunities, assists in matching employers with student interns, and supports faculty members to ensure that all internship requirements are met for the granting of course credit. The position's career readiness responsibilities include serving as the College's liaison with the university's Office of Career Services to develop and deliver programs and services to assist students preparing for internships or graduation into the world of work. The Coordinator works with College faculty to provide mentoring experiences for students in preparation for success professional careers in business.

The Coordinator reports to the Director of College Relations and Student Engagement within the Kelce Student Engagement and Support Center. The Director provides training and supervision for the position. The Coordinator works on a daily basis with the Center staff, including student workers, and graduate assistants. The Coordinator assists the Director in the daily operations and functions of the Center.

Section 4. Duties and Responsibilities of Position

Coordination of Student Internships – 50% (Essential)

- Develop, implement, and maintain a structured centralized process for internships within the Kelce College of Business. Serve as point of contact for both students and employers.
- Improve student access to internship opportunities through employer development activities and collaboration with faculty.
- Provide career coaching to students seeking internship opportunities, including providing advisement on the registration process for academic internships.
- Provide engaged programming to increase student awareness of and successful participation in internships:
 - Create and present pre-internship workshops and seminars for students interested in interning.
 - Create and provide post-internship programs and experiences to highlight the outcomes of the internship program.
- Create and implement a marketing campaign to raise awareness about internships and campus resources available to support participation.
- Assist students in the enrollment process for credit-bearing internships.
- Engage faculty in assisting with credit-bearing internships to ensure proper completion of course requirements.
- For internships in credentialed professions, work with faculty members and employers to ensure that internship experiences align with professional expectations and ethical standards.
- Work with Career Services to promote available internships.
- Assist employers with finding appropriate matches with students seeking internships.
- Collect and maintain internship participation data and produce regular reports for stakeholders.
- Provide additional internship support services as needed.

Academic Administration and Leadership in Career Readiness – 25% (Essential)

Coordinate with the Director of College Relations and Student Engagement to produce and deliver Career Readiness activities and support programs in the Kelce College of Business. Specific duties include:

- Develop, implement, and manage a faculty-led professional career mentoring program for undergraduate students admitted to the Kelce College of Business.
- Serve as a liaison with the Office of Career Services for students in the Kelce College of Business.
- In collaboration with the university’s Assistant Director for Employer Relations, identify, recruit, and develop relationships with employers seeking to recruit students from within the college.
- Promote and market all Career Services events to business students, including, career fairs, on-campus interview opportunities, Gorillas4Hire, etc.
- Assist with support and coordination of Career Services events tailored for Kelce College of Business students.
- Provide general career development and planning advice and counsel to students.
- Conduct extra-curricular programs and services to promote the professional success of all BBA graduates.
- Serve as advisor to one or more Kelce Student organizations.

Student Recruitment and Retention – 20% (Essential)

- Assist the Director of College Relations and Student Engagement in providing student recruitment and retention activities – both on and off-campus.
- Develop and produce effective recruitment and retention materials and campaigns for the College’s academic programs.
- Schedule and conduct prospective student visits to the Kelce College of Business in cooperation with the Office of Admissions and faculty in each B.B.A. major.

Other Duties as Assigned – 5%

- Assist the Director of College Relations and Student Engagement in the daily operations of the Kelce Student Engagement and Support Center.
- Supervise the work of student workers assigned to the Coordinator’s position within the Kelce Student Engagement and Support Center.
- Support the administration, faculty, and staff of the Kelce College of Business in the daily operations and functions of the College.

Section 5. Leadership, Supervisory or Management Responsibilities

Mark an “X” next to the one statement which best describes the job, if applicable.

	Lead worker (assigns, trains, schedules, oversees, or reviews the work of others)
x	Supervisor (plans, staffs, evaluates and directs work of employees in a work unit)
	Indirect Supervisor (delegates authority to carry out work of a unit to subordinate supervisors or managers)

Indicate the number of employees led, supervised, or managed, based on the categories below, if applicable.

1 to 3	Student employees, including Graduate Assistants
0	Regular part- or full-time employees
0	Temporary and/or seasonal employees

Section 6. Education and Experience – Required at Hire and Preferred

Required Education and Experience at Hire -

- MBA or specialized master degree in a business, leadership, or related discipline
- Demonstrated successful use of interpersonal skills in a professional setting

Preferred Education and Experience -

- All of the above plus:
- 1 or more years of advising or teaching experience in higher education

Section 7. Competencies – Knowledge, Skills and Abilities (KSA's):

Knowledge:

Academic Advisement – Knowledge of the process to assist students in clarifying their educational goals and developing an educational plan for the realization of these goals.

Clerical – Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records and designing forms.

Communications and Media — Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services.

Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Information Technology - Knowledge of current practices in information technology and applications, including application of technology to the teaching/learning process, including distance learning.

Student Assessment and Advisement – Knowledge of learner outcome assessments and student advisement principles and practices.

Student Recruitment and Retention – Knowledge of principles of student recruitment and retention.

Skills:

Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Instructing — Teaching others how to do something.

Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Learning Strategies — Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.

Mathematics — Using mathematics to solve problems.

Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Service Orientation — Actively looking for ways to help people.

Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.

Speaking — Talking to others to convey information effectively.

Time Management — Managing one's own time and the time of others.

Writing — Communicating effectively in writing as appropriate for the needs of the audience.

Abilities:

Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.

Delegation — The ability to empower another to act.

Diversity — The ability to effectively work in a diverse educational setting.

Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules.

Instruction — The ability to teach through traditional and/or alternative delivery methods.

Multi-Task and Deadlines - The ability to manage multiple tasks and meet deadlines.

Number Facility — The ability to add, subtract, multiply, or divide quickly and correctly.

Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.

Oral Expression — The ability to communicate information and ideas in speaking so others will understand.

Originality — The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.

Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

Relationships — The ability to work in a collegial environment with shared governance, and to establish and cultivate relationships inside and outside the University.

Selective Attention — The ability to concentrate on a task over a period of time without being distracted.

Speech Clarity — The ability to speak clearly so others can understand you.

Speech Recognition — The ability to identify and understand the speech of another person.

Written Comprehension — The ability to read and understand information and ideas presented in writing.

Written Expression — The ability to communicate information and ideas in writing so others will understand.

Section 8. Environmental Conditions (Hazards, Risks or Discomforts)

Professional office environment

Section 9. Equipment or Machines Used

Office equipment including, computers, copiers, telecommunication devices, etc.

Section 10. License or Certification Required by Statute or Regulation

None required.

Section 11. Additional Requirements

- Regular attendance is a necessary and essential function.
- Must be able to work hours and days assigned to the position.
- Satisfactory Pre-Hire Background Check:
 - Sex Offender Registry Check
 - Criminal Record

Section 12. Signatures:

Line Manager/Supervisor

Signature: _____ Title: _____ Date: _____

Department Head or Dean (optional)

Signature: _____ Title: _____ Date: _____

Associate Vice-President, if applicable (optional)

Signature: _____ Title: _____ Date: _____

Division Head (optional)

Signature: _____ Title: _____ Date: _____

**SEND THE COMPLETED POSITION DESCRIPTION TO
HUMAN RESOURCE SERVICES, 204 RUSS HALL, FOR REVIEW**

Section 13. IE & HRS Signatures:

FLSA Status: _____ Non-Exempt _____ Exempt (Exemption Test: _____)

Institutional Equity

Signature: _____ Title: _____ Date: _____

Human Resource Services

Signature: _____ Title: _____ Date: _____

**Pittsburg State University
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Section 1. Basic Position Details

	Current	Proposed Change
Position Name-Code (Number)	Director of Academic Advising and Career Readiness – G2003084	Director of College Relations and Student Engagement
Position Type	Unclassified Professional Staff	
Department	Dean's Office	
College/Division	Kelce College of Business / Academic Affairs	
Job Name	Director	
Job Code		
Location (where employee works)	Pittsburg State University Main Campus	
Work Schedule	12 Month Appointment	
Days Worked	Monday through Friday with substitute days as necessary	
Hours	40 hours per week	
Line Manager Position Name-Code	Dean, Kelce College of Business - G2001442	
PD Updated Date	Spring 2022	Fall 2022

Section 2. Reason for Position Description Update (Existing Positions only)

Realignment of responsibilities within the administrative structure of the Kelce College of Business due to the university's decision to move academic advising to a centralized model under Student Success.

Section 3. General Description of Position – Primary Function, Supervision and Instruction Received and Interactions

This professional staff position oversees the development and implementation of programs and services to promote the academic and professional success of students throughout their programs of study in the Kelce College of Business. Primary responsibilities include oversight of the college admissions process for undergraduate Bachelor of Business Administration students across all disciplinary majors, maintaining the college's admission standards, conducting business student recruitment and retention activities, assisting transfer students entering the college, and ensuring students' successful fulfillment of graduation requirements. The Director interfaces directly with various campus academic support units across campus in completing this work, including the centralized Academic Advising Center, the Registrar's Office, the Office of Admissions, and others. This position works with the Internship and Career Readiness Coordinator to develop and deliver programs and services to assist students preparing for internships or graduation into the professional world of work. The Director manages the daily operations of the Kelce Student Engagement and Support Center and provides training and supervision of its staff, including the Internship and Career Readiness Coordinator, student workers, and graduate assistants. The Director assists and reports to the Dean of the Kelce College of Business and serves on the College's leadership team.

Section 4. Duties and Responsibilities of Position

Academic Administration and Leadership in Student Engagement and Support – 75% (Essential)

Manage and oversee the daily operations of the Kelce Student Engagement and Support Center. Specific duties include:

- Manage the college admissions process for students across all undergraduate Bachelors of Business Administration (BBA) majors in the Kelce College of Business (Accounting, Business Economics, Business Studies, Computer Information Systems, Finance, International Business, Management, and Marketing).
- Serve as the College's liaison with the Academic Advising Center concerning fulfillment of the Kelce College admissions requirements and students' satisfaction of prerequisites for the Kelce Core Curriculum.
- Serve as Program Coordinator for the interdisciplinary Business Studies major. This includes student recruitment and scholarship awards.
- Coordinate the various academic certificate programs offered for BBA students. This includes student recruitment and scholarship awards.
- Coordinate the Business Administration minor for non-business majors with the university's Academic Advising Center and academic departments outside of the College.
- Serve as the College liaison with the Registrar's Office - provide annual updates to the University Catalog and ensure the degree audit system accurately reflects course requirements for each B.B.A. program.
- Act as liaison for at-risk students whether self-identified or identified by faculty and staff. Assist students in identifying appropriate support services and work with Student Accommodations when necessary.
- Serve as business student ombudsman. Work with the Program Coordinators, the Associate Dean for the Undergraduate School of Business, and the Dean of the Kelce College of Business to resolve student conflicts.
- Provide leadership in student recruitment and retention activities – both on and off-campus. Foster student satisfaction, belonging, and allegiance to the Kelce College of Business.

- Develop and implement programs and services to promote the academic success of undergraduate students within the college.
- Recruit, select, train, and manage all undergraduate student workers and graduate assistants assigned to the Kelce Student Engagement and Support Center.
- Recruit, select, train, and manage the Internship and Career Readiness Coordinator assigned to the Kelce Student Engagement and Support Center.

Academic Administration and Leadership in Career Readiness – 20% (Essential)

Manage and oversee Career Readiness activities and programs in the Kelce College of Business. Specific duties include:

- Serve as the Kelce College’s Corporate Partnerships Liaison. Develop and expand corporate partnerships to create mutually beneficial relationships that provide students with experiential learning opportunities and positive returns to the College (sponsorships, branding, gifts, scholarships, etc.)
- Supervise the Internship and Career Readiness Coordinator in the delivery of career readiness activities and programs.
- Coordinate the offerings of the MGT 210 Business Professionalism core course.
- Serve as advisor to one or more Kelce Student organizations.

Other Duties as Assigned – 5%

- Assist the Dean, Associate Dean for the Undergraduate School of Business, and the Faculty Chair in strategic planning and oversight of all undergraduate program offerings in the College.
- Participate in academic governance of the Kelce College and serve on College Standing Committees as described in the College Bylaws.
- Serve on the Kelce Leadership Team and assist in the daily operations of the College.

Section 5. Leadership, Supervisory or Management Responsibilities

Mark an “X” next to the one statement which best describes the job, if applicable.

	Lead worker (assigns, trains, schedules, oversees, or reviews the work of others)
x	Supervisor (plans, staffs, evaluates and directs work of employees in a work unit)
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Required Education and Experience at Hire -

- MBA or specialized master degree in a business, leadership, or related discipline
- Demonstrated successful use of interpersonal skills in a professional setting

Preferred Education and Experience -

- Instructional support or teaching experience in higher education
- Supervision of student employees and/or graduate assistants
- 5 or more years of professional leadership and managerial experience

Section 7. Competencies – Knowledge, Skills and Abilities (KSA's):

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English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Information Technology - Knowledge of current practices in information technology and applications, including application of technology to the teaching/learning process, including distance learning.

Student Assessment and Advisement – Knowledge of learner outcome assessments and student advisement principles and practices.

Student Recruitment and Retention – Knowledge of principles of student recruitment and retention.

Skills:

Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Instructing — Teaching others how to do something.

Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Learning Strategies — Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.

Mathematics – Using mathematics to solve problems.

Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Service Orientation — Actively looking for ways to help people.

Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.

Speaking — Talking to others to convey information effectively.

Time Management — Managing one's own time and the time of others.

Writing – Communicating effectively in writing as appropriate for the needs of the audience.

Abilities:

Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.

Delegation – The ability to empower another to act.

Diversity – The ability to effectively work in a diverse educational setting.

Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

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Speech Clarity – The ability to speak clearly so others can understand you.

Speech Recognition – The ability to identify and understand the speech of another person.

Written Comprehension – The ability to read and understand information and ideas presented in writing.

Written Expression – The ability to communicate information and ideas in writing so others will understand.

Section 8. Environmental Conditions (Hazards, Risks or Discomforts)

Professional office environment

Section 9. Equipment or Machines Used

Office equipment including, computers, copiers, telecommunication devices, etc.

Section 10. License or Certification Required by Statute or Regulation

None required.

Section 11. Additional Requirements

- Regular attendance is a necessary and essential function.
- Must be able to work hours and days assigned to the position.
- Satisfactory Pre-Hire Background Check:
 - Sex Offender Registry Check
 - Criminal Record

Section 12. Signatures:

Line Manager/Supervisor

Signature: _____ Title: _____ Date: _____

Department Head or Dean (optional)

Signature: _____ Title: _____ Date: _____

Associate Vice-President, if applicable (optional)

Signature: _____ Title: _____ Date: _____

Division Head (optional)

Signature: _____ Title: _____ Date: _____

**SEND THE COMPLETED POSITION DESCRIPTION TO
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Section 13. IE & HRS Signatures:

FLSA Status: _____ Non-Exempt _____ Exempt (Exemption Test: _____)

Institutional Equity

Signature: _____ Title: _____ Date: _____

Human Resource Services

Signature: _____ Title: _____ Date: _____

