

**North Hennepin Community College  
MINNESOTA STATE COLLEGES AND UNIVERSITIES**

**POSITION DESCRIPTION**

<b>ADMINISTRATIVE TITLE:</b> Provost	
<b>NAME OF ADMINISTRATOR:</b>	
<b>RANGE ASSIGNMENT:</b> 9	<b>POSITION CONTROL NUMBER:</b> 00797814

**POSITION PURPOSE:**

The Provost will serve as the Chief Academic and Student Affairs Officer of the college and is expected to provide the educational and administrative leadership to achieve a high standard of excellence and innovation in teaching and learning, student development, and faculty and staff professional development. The Provost will provide the vision and overall guidance for policy formulation, educational planning, and new program development in an integrated academic and student development setting. The Provost will report to the college President and may serve as the CEO's proxy in the President's absence.

**Signature of Employee** \_\_\_\_\_ **Date** \_\_\_\_\_ .

**Signature of Supervisor** \_\_\_\_\_ **Date** \_\_\_\_\_ .

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Further the mission, vision, and values of the institution.
- Actively participate in the planning, leadership, and management of the college. Serve as a member of the President's Executive Team, the President's Leadership Team, the College Advisory Committee, the Academic Affairs and Standards Council, Shared Governance Council, and other councils or committees as

deemed appropriate. Attend North Hennepin Community College Foundation meetings as needed and represent the college at community functions and events.

- Support, expand, evaluate and monitor existing academic and career programs. Provide leadership to the Vice President of Student Affairs in their work overseeing student development services. Actively seek the development of new opportunities, as well as partnerships with other institutions of higher education in terms of programs and services.
- Provide the senior leadership necessary to direct and support academic and student services divisions in the planning, development and evaluation of curriculum, services and programs in order to ensure that student development, student support and academic program needs are met.
  - Manage the academic and student development programs by providing leadership for continued evaluation and improvement of the programs.
  - Encourage and support the development of new technological innovations to enhance learning and teaching and to improve the delivery of support services to students.
  - Develop and encourage new degree programs based on input from relevant constituencies and market trends.
  - Revise, add and/or delete courses and programs based on the results of the program review and evaluation process.
  - Meet on a regular basis with academic and student services administrators and program/department faculty and staff to discuss, coordinate, and plan changes and development activities.
  - Evaluate and implement the Minnesota Transfer Curriculum.
- Provide leadership and direction to develop credit course offerings, scheduling to meet student demand, and effective faculty assignment. Further, develop schedules of student development services which meet the needs of continuing, new and prospective students (i.e. registration, orientation, counseling, student life activities) and optimize staff utilization.
  - Review enrollment patterns, cost benefit information and other information to identify class schedule opportunities, enrollment patterns and needed changes to the types of offering provided, both in instruction and student affairs.
  - Facilitate planning of yearly and semester schedules of classes for each department and program for the campus.

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### Position Description

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- Ensure that courses required in joint programs are available to students as needed.
- Evaluate the efficiency and effectiveness of class schedules and the offering of student development services as needed to meet program, enrollment and budgetary needs.
- Develop longitudinal studies on enrollment, student credit hours, faculty/counselor load, space utilization, program growth, summer session, cost effectiveness, student usage of services and other issues related to effective academic and student development offerings.
  
- Plan and monitor expenses so that spending is within the approved allocation. This includes establishing processes for faculty and staff to identify, prioritize and recommend budget needs for all academic and student affairs units of the college; monitoring expenditures of the approved allocations for each academic and student affairs area; and reviewing the budget allocation process to ensure equity and judicious use of resources needed to meet college productivity targets.
  
- Provide supervision, evaluation and professional development for the administrative, faculty and support staff assigned to academic areas, and assist the VP of student affairs in their leadership over the student services units as well. This includes participating in and supervising the recruitment and selection procedures and recommendations for employment of instructors, counselors, and other support staff; coordinating mentoring, in-service education, and professional development programs for academic and student affairs faculty and staff; ensuring the proper application of collective bargaining units; promoting and encouraging leadership opportunities at the college; and evaluating administrators, faculty (as appropriate) and classified personnel.
  
- Work and partner collaboratively with Minnesota State institutions.
  - Develop articulation agreements with in-state and out-of-state public and private colleges and universities.
  - Facilitate, explore and implement joint/collaborative programs with four year colleges and universities, the technical college and other community colleges.
  
- Provide outreach and develop partnership opportunities with business, industry, service organizations and local school districts.

- Provide strong organizational competencies including consensus building, supervision, program planning, fiscal management and strong communication skills.
- Implement Minnesota State and College policies and regulations related to or affecting the academic and student affairs departments.
- Hire full and part-time faculty and staff as needed.
- Promote a positive environment for teaching and learning including support for the innovative application of technology.

**QUALIFICATIONS:**

Minimum Qualifications:

- Master's degree from an accredited institution.
- Six years demonstrated administrative leadership experience in higher education including academic and/or student services administration.
- Five years supervising faculty.
- Experience in college level teaching or student services.
- Demonstrated understanding of and commitment to the mission of a community college
- Familiarity with the Higher Learning Commission and experience with accreditation at the institution and program level
- Experience with high level institutional visioning and planning processes
- Experience and understanding of the role of research and data analytics in strategic planning
- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of technical college students.
- Evidence of a strong and clear commitment to diversity among faculty and staff.
- Demonstrated success in promoting the values of shared governance and participative management.
- Experience with collective bargaining units and conflict management strategies.
- Demonstrated record of facilitating professional development among faculty and staff.
- Experience with virtual learning, and/or use of technology in pedagogy.
- Excellent interpersonal and verbal and written communication skills.
- Experience in organizing and administering budgets.
- Experience in strategic planning or participating in joint projects with business or educational organizations.

- Experience with increasing college enrollment, student persistence and student completion rates.

Preferred Qualifications:

- Doctoral degree from an accredited institution.
- Eight years demonstrated leadership experience in higher education including academic or student services administration.

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**DIMENSIONS:**

Budget Authority: Authorized to develop and manage the budgets Academic and Student Affairs divisions.

**REPORTABILITY:**

Reports to the College President

**SUPERVISION:**

Supervises full and part-time faculty and staff including 7 direct reports and 400 plus indirect.

September 2017

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