

<b>STATE OF MINNESOTA</b>		<b>EMPLOYEE'S NAME</b>	
<b>POSITION DESCRIPTION A</b>			
<b>Agency/Division</b> MnSCU/Lake Superior College		<b>Activity</b> Quality and Strategic Development	
<b>Classification Title</b> OAS Sr.	<b>Working Title (if different)</b> Assistant to the Vice President of Quality and Strategic Development		<b>Position Control No.</b> 00739330
<b>Prepared by</b> Peter Wielinski	Previous Incumbent: None		<b>Appraisal Period</b>
<b>EMPLOYEE'S SIGNATURE</b> (this position description accurately reflects my current job)	<b>Date</b>	<b>Supervisor's Signature</b> (this position description reflects the employee's current job)	<b>Date</b>
<b>POSITION PURPOSE</b> Provide administrative office support to the Vice President of Quality and Strategic Development.			
<b>REPORTABILITY</b>  <b>REPORTS TO:</b> The VP of Quality and Strategic Development  <b>SUPERVISES:</b> Student workers assigned to department			
<b>DIMENSIONS</b>  <b>BUDGET:</b> N/A  <b>CLIENTELE:</b> College staff, faculty, and administration Enrolled students (5000+) and potential students General public Other MnSCU Institutions			

<b>POSITION</b> <b>DESCRIPTION B</b>	<b>Employee's Name</b>	<b>Position Control No.</b> 00739330
<b>PRINCIPAL RESPONSIBILITIES, TASKS, AND PERFORMANCE INDICATORS</b>		
Provide administrative assistance to the Vice President of Quality and Strategic Development.		
Priority - A; % of time - 100%; Discretion – A		
<b>A.</b> Assist the VP with efforts to effectively impact the institution’s improvement process. (45%)		
<ol style="list-style-type: none"> <li>1. Assist the VP in planning IE meetings and implementing continuous improvement efforts.</li> <li>2. Assist the VP in developing research plans and projects to support and augment institutional planning, accountability, and education support goals and priorities.</li> <li>3. Utilize eFolio MN to document and maintain the institution’s quality improvement and accreditation process.</li> <li>4. Share technical knowledge and expertise relative to continuous improvement, accreditation, and pertinent data, as requested.</li> <li>5. Summarize system data and publish findings through the creation of maps, tables, and other visual representations, written reports, Web summaries, and/or oral presentations.</li> <li>6. Collect and prepare raw data from primary sources, records, or reports to assist in the compilation of parts of major reports, using a variety of computer interface tools, including ArcView GIS, Hyperion (Brio), ITS Management Reports, and Microsoft Office.</li> <li>7. Construct charts, graphs, tables, and visuals that display data in appropriate format.</li> <li>8. Provide work direction and training for work study students assigned.</li> </ol>		
<b>B.</b> Provide administrative assistance to the VP by arranging meetings, typing, proofreading, materials duplication, filing, and distribution of documents. (25%)		
<ol style="list-style-type: none"> <li>1. Coordinate logistical and data details for Institutional Effectiveness, Quality and Strategic Development department, Research Advisory, Data Integrity committee meetings, special events, forums, etc.</li> <li>2. Develop and maintain databases, mail merge, and other resources to prepare mass mailings.</li> <li>3. Design, compose, and distribute internal and external memos, letters, forms, charts, publications, and graphs.</li> <li>4. Review department incoming mail, and determine means of follow up, i.e., data research, distribution, response, or filing.</li> <li>5. Assist the VP in preparation for meeting current deadlines, setting priorities, and staying focused to achieve department goals.</li> <li>6. Assist the VP in orientation and acclimation of new staff in the department.</li> </ol>		
<b>C.</b> Design and maintain Office of Quality and Strategic Development web pages. (20%)		
<ol style="list-style-type: none"> <li>1. Serve as designee from Office of Quality and Strategic Development to Webmaster.</li> <li>2. Design and maintain Quality &amp; Strategic Development, Alumni, Foundation, and Grant web pages for Lake Superior College website.</li> <li>3. Keep current with innovative web design to regularly maintain and improve page presentation and content.</li> </ol>		
<b>D.</b> Assist the VP with Quality and Strategic Development department budget. (5%)		
<ol style="list-style-type: none"> <li>1. Assist in budget planning for entire department.</li> <li>2. Monitor and maintain current and past department budget information for Institutional Effectiveness and Institutional Research.</li> <li>3. Assist in monitoring Alumni, Grants, and Foundation budgets.</li> <li>4. Process department purchasing and accounts payable utilizing the MnSCU purchasing system.</li> </ol>		
<b>E.</b> Use and maintain current working knowledge of multiple software programs, and keep abreast of current technology in support of quality and strategic development.		
<b>F.</b> (5%)		

**POSITION****DESCRIPTION C**

Employee's Name

Position Control No.

00739330

NATURE AND SCOPE (relationships; knowledge, skills and abilities; problem solving and creativity; and freedom to act.)

Relationships:

The person in this position must be able to establish and maintain effective working relationships with college administration, staff, faculty, other MnSCU personnel, and the public. The person must project a positive image of the college through personal contacts, telephone, Web publications, and oral and written communications. Sensitivity to the integrity of the data, tact, sensitivity to political and interpersonal issues, and discretion are required.

Knowledge, Skills and Abilities:

The person requires knowledge of microcomputers and various software for word processing, databases, information retrieval, multi-media presentations, spreadsheets, web design, digital photography, e-mail, online communication, Netscape and Internet Explorer web browsers, Hyperion/Brio, ArcView GIS, EFolio, and Donor2 Foundation software.

The person in this position must have an extensive knowledge of College operations and policies, ISRS, the Oracle (Operational) Database System, Donor2 software, and the work organization and structure of the LSC Institutional Advancement office.

Specific program areas of research sufficient to determine the data requirements for reports/studies which meet program/legal requirements.

Tabulation and processing equipment used for storing existing data sufficient to create and/or modify procedures for editing, reviewing, processing, and disseminating information.

An understanding of college instructional programs, services, and activities in order to answer or direct questions and inquiries properly.

This person must be highly organized and detail oriented.

Ability to:

Interpret statutes and related governing documents when preparing and presenting research projects.

Develop and use database applications such as Oracle, MS Access, MS Excel, SQL, and other related query and reporting tools.

Solve data or information problems as they occur by:

- Analyzing the problem, seeking a possible solution, and contacting appropriate individuals as needed.
- Carefully monitoring results to ensure that they accurately reflect the data gathered.

Construct tables, charts, and graphs that convey results of statistical manipulations.

Interpret and explain data and procedures in an understandable manner in written reports or oral presentations.

Design and maintain web pages.

Master new technology and software quickly in order to maintain and enhance the skills deemed necessary to perform duties.

Coordinate multiple activities simultaneously, and prioritize projects independently.

Respond without direction to oral and written inquiries, and communicate with the public efficiently and pleasantly.

Effectively train and supervise student workers and others.

Proofread effectively with attention to accuracy and detail.

Organize files for efficient access to documents and information.

Work in a shared environment as an effective team member.

Freedom to Act:

Must have the ability to be creative, resourceful, task-oriented, and be able to work with minimal supervision. Must be able to make decisions within the policies of the college, MnSCU, and the State of Minnesota.