INTERNAL JOB POSTING

Position Title: Director, Academic Programs, Research, and Accreditation
Position#: 00028080
Salary: Full-time, benefited, exempt (from FLSA overtime) position in the 1000 Broadband
Location: Salary commensurate with experience
Closing Date: Bismarck, ND
Applications will be accepted through Wednesday, February 26, 2014 until 5:00 p.m. CST

Summary of Job Description, Expectations of Performance, and Typical Responsibilities:

Under the supervision of the Vice Chancellor for Academic and Student Affairs, the Director of Academic Programs, Research, and Accreditation will be responsible at the System level for the on-going and timely implementation of NDUS’s policies, procedures, and initiatives related to the System’s approval, review, accreditation and continuation or termination of the campuses’ academic programs of study, as well as research initiatives associated with specific programs of study (including faculty and student-led research) and, as needed, with the institutional research agendas and projects of NDUS’ institutions. The Director is expected to participate in assignments as a team member and maintain good interpersonal relations with all constituencies. In most instances, the Director is expected to act independently while maintaining responsibility to the Vice Chancellor for Academic and Student Affairs.

When appropriate, the Director will work with the respective staff of NDUS’ institutions— as well as North Dakota’s Department of Public Instruction, Department of Commerce, North Dakota’s Chamber of Commerce, Governor’s Office and Legislature, Tribal Colleges, and private institutions of higher education to assist in the timely and appropriate articulation of NDUS’s policies and strategic plans for the state’s higher education—including specific academic programs of study, articulation of educational continuity with P-12, purposeful workforce development, and research. This work currently includes work with WICHE and MHEC, as well as with the Higher Learning Commission and other professional higher education associations, on initiatives specific to academic affairs, research, and accreditation. This position will be responsible for the sequenced review of academic programs and research initiatives, and will assist in construction of the agenda for the Academic Affairs Council as well as construction of the agenda for the proposed Research Affairs Council, as well as in the research, preparation of reports and testimony necessary to inform the Governor and the Legislature or the general public. This position will also represent NDUS at state, regional and national conferences and meetings specific to the areas of responsibility ascribed to this position by the Vice Chancellor for Academic and Student Affairs. In the immediate future, this position will assist the Vice Chancellor for Academic and Student Affairs in the timely and appropriate implementation of statewide assessment and remediation initiatives in concert with the North Dakota State Department of Public Instruction.
Typical duties and responsibilities associated with this position include:
(1) review and coordinate the approval of proposals from NDUS' individual campuses for the approval or termination of academic programs of study, and will schedule, collect, and prepare a synopsis for the SBHE’s notification of program reviews and special accreditation of the System’s academic programs of study; (2) maintain a historic and current inventory of approved and active programs of study across the System, including actions taken by the Chancellor or the SBHE specific to the approval, revision, or termination of those programs, as well as any organizational changes related to the same—including the establishment, renaming, or closure of centers, institutes, and academic departments; (3) research, analyze, and report data that informs decisions specific to the approval, review, or termination of academic programs; (4) draft and edit materials and notices to be included in the Cabinet and SBHE agendas specific to the approval or termination of academic programs, or the organization of those programs or research within centers, institutes or departments; (5) undertake research, analysis, reporting and making recommendations specific to policies, procedures, or recommendations related to other academic or research issues such as faculty workload, promotion and tenure reporting, workforce development, P-20, and strategic planning; (6) collect, analyze, report, and make recommendations specific to data/information requested for legislative hearings, the Governor, the Cabinet, the SBHE, the Vice Chancellor for Academic and Student Affairs, and/or the general public; (7) respond to requests and make statements, data, or reports available to students, parents, faculty, staff and the public associated with the Director's areas of responsibility, using various means of communications such as printed media, electronic communications, and the World Wide Web; (8) maintain positive and frequent interactions with internal and external constituencies of the System. These constituencies include members of the State Board of Higher Education, Chancellor’s staff, institutional officers, System and institutional committees, private and tribal college representatives, state and federal agencies, professional organizations, legislative staff, the public, and the media.

In-state and out-of-state travel is required.

Qualifications:

Minimum Qualifications
- Master's degree earned from a regionally accredited institution.
- Demonstrated experience in the administrative and policy-making roles within academic affairs of one or more institutions of higher education.
- Demonstrated abilities to plan, organize, and manage multiple projects and timelines simultaneously, consistently, satisfactorily, and swiftly.
- Demonstrated experience and abilities in successfully conducting qualitative research, analyzing its results, and communicating findings and the application of those findings within written and oral reports or publications distributed to a diverse group of constituents, many of whom may not be data-savvy but for whom the interpretation of the data must be clearly communicated to be understood.
- Demonstrated ability to produce accurate, useful, and timely reports or recommendations related to various initiatives, and requested by various constituencies.
- Demonstrated abilities to communicate successfully in both written and oral formats.
- Demonstrated ability to work independently, as well as a member of a team, to accomplish work fully, effectively, and collaboratively under the pressures of short time frames, sensitive public scrutiny, and multiple but equally important demands.
- Demonstrated ability to establish and maintain effective and cooperative internal and external working relationships.
- Demonstrated experience using a personal computer, as well as word processing, data analysis, and spreadsheet software adopted by the System and utilized on the individual campuses.
- Demonstrated knowledge of a P-20Plus approach to education in North Dakota.
Preferred Qualifications: In addition to all qualifications and experiences listed under the heading of “Minimal Qualifications”, the following list identifies qualifications the NDUS would prefer the successful candidate would possess and could demonstrate successfully:

- Earned doctoral degree from an accredited institution of higher education, with doctoral level education and professional experience in quantitative research and statistics, data analysis, the interpretation of findings, the recommendation of next steps, and the generation of reports of the findings that can be understood by a broad array of constituents.
- Experience with academic program approvals, assessment of student achievement, program reviews, specialized accreditation, and research in higher education.
- Professional experience with or in a multi-campus system.
- Demonstrated experience in organizing and chairing effective meetings.

To Apply: Applicants should send a cover letter specifically addressing the above qualifications, a current resume, educational transcripts, and the names and contact information (including telephone numbers and e-mail address) for three professional references, either electronically (preferred) to jane.grinde@ndus.edu or by mail to:

NDUS
Attention: Jane Grinde
4349 James Ray Drive
Grand Forks, ND 58202

by the closing date stated above. Persons who may need additional job information or may require accommodation or assistance with the application or interview process should contact Jane Grinde by phone at (701) 777-1918, or by email at jane.grinde@ndus.edu. TTY Number 1-800-366-6888. The successful candidate will be required to complete a satisfactory criminal background check. Veterans’ preference does not apply to positions being filled through an internal recruitment process or to an employee of a state agency or state institution who is applying for a different job within the same state agency or state institution or at another state agency or state institution, as per NDUS procedure 601.0 Veterans’ Preference.

Equal Opportunity Employer

The State of North Dakota and this hiring agency do not discriminate on the basis of race, color, national origin, sex, genetics, religion, age, or disability in employment or the provision of services, and complies with the provisions of the North Dakota Human Rights Act.

As employers, the State of North Dakota and political subdivisions prohibit smoking in all places of state and political subdivision employment in accordance with N.D.C.C. § 23-12-10.