



The University of
Montana

Role Description Form

DRAFT -- 1st Revision



<input type="checkbox"/> Vacant Position-No Change <input type="checkbox"/> Vacant Position-Revised <input type="checkbox"/> New Position <input type="checkbox"/> Revised Role Description for Incumbent Position Number: _____ Department: _____ MUS SCP Title: _____ <p style="text-align: right;">(HR use only)</p>
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1. General Information

4/24/09
Date

Interim Director/Coordinator – Bitterroot College
Working Title (under review)

Name of Incumbent (Last, First, MI)

Employee Signature

2. Required Signatures

Immediate Supervisor Date

Administrative Review Date

Dean/Director Review Date

3. Department Mission Statement .

(Please attach an organizational chart of your office/department.)

The Office of the Provost and Vice President for Academic Affairs is responsible for the quality and delivery of academic programs at The University of Montana, in line with the institution’s overall mission. It is incumbent upon the Office of the Provost to improve academic quality and thus enhance the academic reputation of the institution. Specifically, the Provost is responsible for assurance of academic quality and delivery through:

- Effective supervision of and communication with all Academic Officers;
- Implementing and maintaining effective employment and evaluation practices for academic personnel;
- Implementing and maintaining effective assessment processes for academic units;
- Allocating resources to meet needs of academic units;
- Providing for professional development and growth of faculty and staff in academic units;
- Promoting a campus-wide collegial and collaborative academic environment;
- Developing academic planning processes which account for changing academic needs and conditions.

4. Statement Describing Expectations and Responsibilities of the Position.

(Include an explanation of **a)** supervisory responsibilities, **b)** degree of initiative and independence in performing the job, and **c)** overall complexity of assigned tasks.)

The person in this highly-visible position will:

- a) be the sole person assigned to extensively collaborate and consult extensively with others to design and develop a model for adult education that meets the needs of the learners in the Bitterroot Valley;
- b) be a committed, engaged and motivated self-starter who conducts all needs assessments, develops strategic plans, , coordinates and attends public events on behalf of the Bitterroot College, handles all administrative tasks and handles all other outlined responsibilities in a self-directed way;
- c) be able to handle multiple priorities; demonstrate effective communication in a variety of venues with a multitude of stakeholders; self-regulate and correct when circumstances require a shift; recognize and respond to shifts in priorities as they occur; alternately handle open proceedings and confidential meetings with aplomb; appropriately handle confrontation and conflict in a timely fashion, and respond to unforeseen tasks and situations with initiative

5. Describe the Management and Supervision of Others.

(Include a list of the positions the employee supervises and degree of independence and decision-making authority regarding performance, pay and employment relationship matters.)

This position will not supervise any direct reports.

However, this individual will be responsible for extensive consultation and collaboration with:

1. Constituents in the community, such as the Bitterroot College Steering Committee, and various groups/organizations such as: the Missoula Job Service, the Bitterroot Job Service, the Dickenson Lifelong Learning Center, the Flathead Valley Community College, all other adult education programs in the surrounding areas, and the Office of the Commissioner of Higher Education, among others.
2. UM constituents, including The University of Montana's Academic Affairs, The UM College of Technology, Continuing Education, and others.

6. Minimum Position Skills, Knowledge & Abilities.

(Include the skills, knowledge, and abilities minimally required to perform the expectations and responsibilities of a newly hired employee based on the description in section 4.)

The minimum education requirement for this position is a Masters degree in Education, Business, Management or other closely related area and four (4) years of related experience, or an equivalent combination of education and experience.

(The experience requirement noted above is provided as a guideline and should be discussed further.)

Minimum skills, knowledge and abilities are as follows:

- Effective interpersonal, public relations and communication skills, including the ability to work with a diverse population in a professional and appropriate manner and establish effective working relationships
- Ability to facilitate small-group and large-group meetings in both formal and informal settings; ability to design workshops and presentations; ability to engage effectively as a participant in meetings of such groups as school boards, county commissioners, the Two-Year Education Council, and the Montana Board of Regents of Higher Education.
- Ability to compile, synthesize, analyze and present complex information with others in a clear and concise manner; ability to design workshops and presentations
- Demonstrated conflict resolution skills; ability to negotiate controversy to successful outcomes
- Skill in modeling and demonstrating high standards of ethical behavior
- Demonstrated organizational, time management and multi-tasking skills with the ability to meet deadlines in a busy environment with attention to detail
- Ability to manage educational programs to established goals and objectives, respond to needs and concerns of students, academic partners, and the public, and remain within statutory compliance
- Knowledge of budget development practices with the ability to ensure that the college remains within budget
- Ability to maintain detailed, accurate records and files; maintain strict confidentiality
- Ability to research issues, evaluate sources, analyze data and provide appropriate reports
- Demonstrated knowledge of professional office practices and procedures; business English, spelling, composition and grammar
- Demonstrated skill in the use of personal computers and related word processing, database and spreadsheet software with the ability to draft, proofread and layout various documents

7. Ideal Candidate Skills, Knowledge & Abilities.

(Include the level of or additional skills, knowledge and abilities that are expected of the employee after a reasonable training period and how they differ from those listed in section 6.)

- Understanding and knowledge of 2-year education systems in Montana
- Ability to conduct market-based research and develop models
- Ability to coordinate, implement, assess and evaluate a mixed-methods needs assessment
- Ability to develop and evaluate innovative approaches in higher education
- A propensity for action and the ability to size up situations accurately and respond quickly and effectively
- Ability to advocate effectively and to garner support, particularly at the community level

8. Physical Demands.

(The Americans with Disabilities Act requires employers to make reasonable accommodations for a person with a disability. This information is needed to assist the University in meeting these regulations. Please list only those frequently performed physical demands that are primary and essential to the function of the position.)

- Ability to lift and relocate laptop computers and assorted peripheral devices for training and presentation purposes.
- Ability to lift boxes of office supplies for distribution to courses.