

**MINNESOTA STATE COLLEGES AND UNIVERSITIES INVER  
HILLS COMMUNITY COLLEGE & DAKOTA COUNTY  
~~TECHNICAL COLLEGE~~**

<b>Employee Name:</b> Jason Tetzloff	<b>Position Control Number:</b>
<b>Department/Division:</b> Student Affairs	<b>Classification Title:</b> MnSCU Academic Professional 3
<b>Prepared By:</b> Anne Johnson	<b>Working Title:</b> IHCC/DCTC Title III Project Director
<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> Unlimited <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Limited	<i>If Exempt, attach required documentation</i>  If seasonal, list months during the season worked
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Intermittent Percent if not full-time                      %	<b>Date Prepared:</b> October 6, 2016

This position description accurately reflects my current job.		This position description reflects the employee's current job.	
<b>Employee Signature</b>	<b>Date</b>	<b>Supervisor Signature</b>	<b>Date</b>

**POSITION PURPOSE**

This position will be responsible for the oversight of all Title III project activities. This position will monitor and assist with all implementation strategies, the project budget, and ensure the appropriate use of U.S. Department of Education (DOE) grant funds. Responsibility will include the preparation of project reports and submission to the U.S. DOE. This position will ensure compliance with applicable policies, grant terms, and conditions and will develop a policies and procedures manual.

**PRINCIPLE RESPONSIBILITIES AND RESULTS**

1. Lead the planning and decision-making for implementing the Title III grant strategies, objectives, and deliverables as they affect Inver Hills Community College (IHCC) and Dakota County Technical College (DCTC). Ensure timely and complete communication with the Principal Investigator and grant stakeholders. Manage the U.S. DOE Title III grant to ensure compliance with applicable regulations, laws, policies, grant terms, and conditions. Coordinate and integrate the grant activities within appropriate IHCC and DCTC departments and offices. Develop a Title III policies and procedures manual.

**Priority: Essential      Percent of Time: 25%**

2. Collaborate with IHCC and DCTC to facilitate the development of career ladders that are infused with proactive, intrusive academic and career advising. Provide oversight in the implementation of a course scheduling process at both colleges so that a proactive, program-based advising model can be expanded. Facilitate communication between academic affairs and student affairs at IHCC and DCTC to ensure the strategy of intrusive advising is implemented and the objective of increased success and completion for underserved adult learners is fulfilled. Coordinate training for academic advisors and other personnel on intrusive advising strategies and other professional development for faculty, staff, and administrators to effectively serve the adult learner specifically related to distance education and prior learning assessment programming.

**Priority: Essential      Percent of Time: 20%**

3. Adhere to grant hiring responsibilities, financial and data collection and reporting policies,

procedures, and/or systems to ensure search processes, purchasing procedures, financial reporting, and data reporting meet Minnesota State and grant guidelines and reporting requirements, timelines, and grant objectives.

**Priority: Essential      Percent of Time: 20%**

4. Facilitate the improvement and expansion of prior learning assessment (PLA) with competency-based education and assessment (CBE/CBA) and credit for prior learning (CPL). In collaboration with other Title III personnel and college leaders and faculty, coordinate a process for students to integrate college credential attainment with industry certification and credit for prior learning initiatives such as CBE/CBA and PLA. Provide assistance in the development of processes and services to increase degree acceleration through hybrid and online course offerings via program mapping initiatives.

**Priority: Essential      Percent of Time: 20%**

5. Work with IHCC and DCTC to help coordinate and oversee data collection and analysis on grant outcomes, participants' progress and outcomes and other elements as directed by the grant proposal and by DOE. Maintain files and records by filing and documenting grant activities to ensure the smooth functioning of the department and maintain the reputation of the organization as a viable business partner.

**Priority: Essential      Percent of Time: 15%**

*Priority: Essential*=if responsibility is reason job exists, is a highly specialized task or one that requires special education or training licensure, requires a great % of time, has a high level of accountability (consequences are considerable to others or the institution if failure to perform), the responsibility is essential; *Secondary*=if not essential, then responsibility is secondary; **Discretion (optional)**: A=Employee investigates situations, makes decisions, takes appropriate action reports by exception and through normal review processes; B=...reports to supervisor immediately after action is taken; C=...makes decisions with supervisor....reports to supervisor immediately after action is taken; D=Employee discusses situations with supervisor before investigation, makes decisions with supervisor, takes appropriate action, and reports to supervisor immediately after action is taken.

## **KNOWLEDGES, SKILLS, AND ABILITIES**

### **Minimum Qualifications**

- Bachelor's degree in business, communication, or education.
- At least two years of experience of grant management or similar program management experience.
- Demonstrated experience in grant or data reporting processes.
- Experience in budget preparation.
- Project management skills sufficient to manage multiple projects simultaneously, create clear and attainable project objectives, build project requirements, oversee the cost, time and scope of projects, manage project constraints, and communicate progress and end results.
- Computer software skills, including knowledge of word processing, spreadsheet, database, graphics, charting, and other business software applications sufficient to collect, query and analyze data and prepare charts, reports and presentations.
- Strong written communication skills sufficient to write, prepare, and edit materials such as memos, procedures, reports, presentations, etc., using correct spelling, punctuation, grammar, and sentence construction and clearly explaining ideas and procedures to varied audiences.
- Strong verbal communication skills sufficient to participate in discussions and communicate ideas and procedures to staff and managers and present recommendations and reports to senior managers.
  - Ability to work independently and in a team environment.
- Ability to travel between IHCC and DCTC.

### **Preferred Qualifications**

- Understanding of U.S. Department of Education funding rules and regulations, specifically those that

- apply to Title III grant funding.
- Knowledge of nontraditional adult learning programming.
  - Knowledge of distance education.
- Knowledge of credit for prior learning initiatives such as CBE/CBA and PLA.
  - Knowledge of intrusive advising models and career ladder programs such as AgileGrad.
- Prior experience managing Title III grants.

## **RELATIONSHIPS**

### **This Position Reports to:**

- Reports directly to the Associate Vice President of Student Affairs at DCTC. (Minnesota State Excluded Administrator-6)

**Supervises:** N/A

### **Internal and External Clientele and Purpose of Contact**

This position will work with multiple groups to share information about the grant program, intrusive advising and career laddering, online and hybrid courses, and prior learning assessment to faculty, staff, college leaders, and participants across IHCC and DCTC. This position will work with the CFO and grant accountant, IT staff, student affairs professionals, academic deans, and other departments at IHCC and DCTC to ensure policies, procedures, and processes are developed and implemented appropriately to fulfill the objectives of the grant.

This position will work with academic programs on both campuses, as well as external stakeholders to help facilitate the selection and delivery of courses related to online and hybrid offerings and prior learning assessment opportunities.

## **PROBLEM SOLVING**

This position must be able to bring together multiple faculty, staff, leaders, and external stakeholders to agree on the development and implementation of the deliverables of the grant. This position ensures that IHCC and DCTC remain in compliance with all applicable federal grant policies, regulations, and statutes. The position is responsible for, in collaboration with internal and external stakeholders, fulfilling the objectives of the grant within the defined time limits.

## **FREEDOM TO ACT**

**Budget:** Works with the Principal Investigator and IHCC and DCTC CFO and grant accountant to facilitate budget decisions and purchasing for a \$3 million budget over a 5 year period.

### **Decision(s) Position Makes and Decision(s) Referred to Higher Authority**

This individual has the freedom to act within the constraints of established Minnesota State and college policies and procedures, data privacy laws, academic program requirements and/or grant requirements as instructed by the Principal Investigator. Whenever situations occur and/or decisions must be made that fall outside of standard Title III, Minnesota State, Department of Education, or college policies, communication with the Title III Principal Investigator is required. This employee must maintain a strong work ethic and a high degree of integrity. All employees must comply with department and institution procedures and policies, Minnesota State policies and procedures, as well as local, state and federal laws, regulations, guidelines and business and industry standards.

*This description is intended to indicate the kinds of tasks and level of work difficulty required of the position. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar level of difficulty.*

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