

MINNESOTA STATE COLLEGES AND UNIVERSITIES
Inver Hills Community College and Dakota County Technical College

Employee Name: Aria Kronebusch	Position Control Number:
Department/Division:	Classification Title: MAPE I
Prepared By: Marah Jacobson-Schulte	Working Title: Title III Grant Coordinator
<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input 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 _____ %	Date Prepared: 11/13/17

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

POSITION PURPOSE

This position will be responsible for the coordination of the Title III team. The goal of this team is to effectively implement strategies outlined in the grant. This position will assist with all implementation strategies and project activities to meet grant objectives which include: developing career ladders, increasing the use of Prior Learning Assessment (PLA) and providing professional development opportunities to faculty and staff. This position will ensure campus-wide awareness of all Title III goals, activities and accomplishments.

RESPONSIBILITIES AND RESULTS

Priority: Essential Percent of Time: 50%

1. Implementation of grant activities
 - a. Coordinate all plans for Title III-related professional development for faculty and staff
 - b. Coordinate aspects of PLA and provide support to students and faculty throughout the PLA process
 - c. Partner with various departments to develop and implement programming, helping to move initiatives forward to serve adult learners more effectively. Strategies will include:
 - i. Increasing faculty engagement in Early Alert system
 - ii. Implementing online advising and orientation sessions
 - iii. Implementing a graduation planning tool
 - iv. Integrating use of College Student Inventory (CSI) into First Year Experience and other classroom settings
 - v. Developing and offering training to faculty and staff on PLA and D2L
 - vi. Expanding the Center for Experiential Learning (CEL)
 - vii. Aligning transcription policies
 - viii. Developing an internship infrastructure

Priority: Essential Percent of Time: 20%

2. Partnership building
 - a. Communicate via email and various social media platforms updates on grant activities
 - b. Work with marketing to promote adult learner success
 - c. Attend all task force meetings, provide updates and relay pertinent information to appropriate stakeholders
 - d. Attend meetings with community partners to develop pathways for adult learners

Priority: Essential Percent of Time: 25%

3. Grant tracking and reporting
 - a. Develop appropriate procedures to track and record all grant-related activity
 - b. Record and track faculty who have completed specific professional development workshops such as PLA facilitation, Quality Matters (QM) course completions
 - c. Track and record grant activities, develop reports for steering committee, external evaluator and DOE
 - d. Maintain Title III website and any other communication tools, including social media
 - e. Maintain accurate records for grant reporting purposes (i.e. budget monitoring, engagement tracking, etc.)

Priority: Secondary Percent of Time: 5%

1. Perform other duties as assigned to ensure the smooth functioning of the department and maintain the reputation of the organization as a viable business partner.

*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 (expected to have to enter job)

- Bachelor's degree;
- Ability to work collaboratively with a variety of staff, faculty, and administrators;
- Demonstrated experience with implementing projects;
- Ability to represent Title III grant to internal and external audiences;
- Ability to manage and prioritize multiple projects;
- Experience developing and maintaining partnerships;
- Event planning experience;
- Budget management experience;
- Effective oral and written communication skills;
- Ability to work independently & in team setting with ability to anticipate and solve problems;
- Proficient use of technology to accomplish goals
- Ability to use software applications, such as Microsoft Office Suite

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Template Revision: 12/30/2014

Preferred Qualifications *(desired but not expected to have to enter job)*

- Experience working in higher education or nonprofit setting managing grants or similar programs
- Knowledge of various software such as or similar to D2L, Sharepoint, Adobe Creative suite, Qualtrics, and ISRS
- Knowledge of MnSCU policies and procedures

RELATIONSHIPS

This Position Reports to *(provide class title, not person's name):* **Title III Project Director**

Supervises *(classification title; FTE; # in position; note if providing work direction only: NA*

Internal and External Clientele and Purpose of Contact *(the most significant job related contacts:*

This position will share information about the grant program to faculty, staff, community partners, and students. This position will work directly with the Title III Project Director, Director of PLA and Director of E-Learning to help ensure policies, procedures, and processes are 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 professional development, events, and communication.

PROBLEM SOLVING *(most difficult types of problems to resolve and consequence of error/non-resolution)*

The employee in this position must be able to adhere to all College and federal policies as they relate to the Title III grant. Requires the ability to set job priorities, use analytic reasoning, and determine alternatives to a myriad of issues that may arise. Conduct research to accurately present data for decision-making process in consultation with directors. Plan and organize multiple activities and meet deadlines.

FREEDOM TO ACT

Budget *(\$ authority and/or type of impact on budget, i.e., signatory, manage, monitor, recommend)*

None

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

The employee is free to act within federal and state guidelines, Minnesota State and College policies, and at the discretion of the Title III Project Director. The employee must be able to follow through on the assignments outlined in the position description. Must make recommendations to the Title III Project Director, Director E-Learning and Director PLA as to the needs of various projects and initiatives. Coordination and effective communication with faculty and staff is essential.

All employees must comply with department and institution procedures and policies, MnSCU 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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