

Job Posting Date: November 4, 2019



**Position Title:** **Director of Academic Affairs and Workforce Innovation**

**Position#:** 00010157  
Full-time, benefited, exempt (from FLSA overtime), banded position

**Salary:** \$85,000+ minimum starting annual salary, based upon experience and level of preparation. The NDUS offers a competitive benefit package including a generous retirement plan and employer paid family health insurance

**Location:** Bismarck, ND

**Closing Date:** Applications received by noon on December 2, 2019 will be given first consideration. Open until filled.

**Job Description:** Under the supervision of the Vice Chancellor for Academic and Student Affairs, the **Director of Academic Affairs and Workforce Innovation** will be responsible at the System level for the on-going and timely implementation of North Dakota University System (NDUS) policies, procedures, and initiatives related to the admission of students, the transfer and articulation of credits within the NDUS (including oversight of common course numbering) and with those higher education institutions outside the governance of the NDUS, as well as enrollment and retention as they pertain to the persistence to degree completion of students with the NDUS. This position will work with user groups that represent the work of admissions, registration, and related offices. In addition, this position serves as a liaison to faculty discipline groups to review commonly numbered courses, monitor general education requirements and review of standardized tests for the award of college credit. This position is responsible for the coordination of the vertical alignment of NDUS' curricula with the standards established by the North Dakota Department of Public Instruction. The director also provides leadership and coordination of the College Technical Education Council (CTEC) comprised of the two-year colleges in the University System. The Council's efforts are focused on collaborating on common purposes, advancing the roles and responsibilities of the two-year institutions, reducing barriers to education and training; improving the transferability of credits from one level of education to another and among institutions of higher education and becoming more responsive and effective in the design and delivery of training, including workforce training. This position is located in Bismarck, ND.

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### **Minimum Qualifications**

- Earned Master's degree from an accredited institution;
- Minimum of five years' work-related experience in higher education;
- Previous experience assisting a statewide system and its students in the processes of system-wide admission (including high school students enrolled in college, remediation, and career-readiness programs such as Career and Technical Education (CTE) and TrainND), transfer, articulation, retention and persistence to degree;
- Demonstrated abilities to work independently, as well as in a team and with others, both effectively and successfully;
- Demonstrated abilities to communicate successfully in both writing and orally;
- Demonstrated abilities to collect or generate, and analyze/interpret data in an organized and timely manner.
- Excellent, demonstrated organization, project, and time management skills;
- Demonstrated abilities to establish and maintain effective professional working relationships with co-workers, supervisor(s), and colleagues within the NDUS office across the NDUS and its institutions, and with the public.
- Must be able to work at the NDUS offices located in Bismarck, ND.
- Some limited in-state and out-of-state travel required.

### **Preferred Qualifications**

In addition to the qualifications and experiences listed under the heading of "Minimal Qualifications", the following list identifies qualification the NDUS would prefer the successful candidate would possess and could demonstrate successfully:

- Earned terminal academic degree from an accredited institution;
- Experience working successfully as staff to a governing board of a multi-institutional system of higher education;
- Substantial experience working with career and technical education programs of study;
- Demonstrated knowledge of a P-20+ approach to education in North Dakota;
- Knowledge of workforce assessment resources;
- Demonstrated familiarity with IPEDS data;
- Demonstrated experience using the PeopleSoft student information system;
- Demonstrated knowledge of the roles of the North Dakota University System and its eleven individual campuses.

### **Duties and Responsibilities**

- Serve as the System's liaison with the NDUS admissions/recruitment staff;
- Serve as the System's liaison with the NDUS student records staff;
- Maintain contact with campus faculty discipline representatives;
- Responsible for coordinating the NDUS *Common Course Numbering* system;
- Coordinate the *General Education Requirement Transfer Agreement* (GERTA) process;
- Update and maintain the NDUS list of standardized tests equated to college credit;
- Support vertical curriculum alignment, transfer and the award of credit for competency and non-traditional learning, statewide recruitment and retention efforts;

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- Assistant with NDUS workforce development efforts (e.g. TrainND, Workforce Development Council);
- Support NDUS participation in regional compacts (i.e. MHEC and WICHE);
- Maintain collaboration with private, tribal and other post-secondary institutions in the state;
- Develop web-based resources for students, faculty, staff and the public to access policies, procedures, data and other pertinent information on the NDUS website;
- Provide leadership in drafting edits to new and existing policies and procedures specific to the areas of academic affairs—admission, placement, enrollment, dual credit, collaborative students, K-12, and workforce initiatives; and
- Support for K-12 rolling advising plan for workforce, college and/or career readiness.

College Education Technical Council (CTEC)

- Provide leadership and assistance to the community colleges in the identification of new programs that are in high demand and have potential for development in the state.
- Review, in cooperation with the vice chancellor of academic affairs, academic program offerings for updating and possible modification.
- Identify issues and opportunities relevant to two-year campuses along with action plans for addressing each.

TrainND - Workforce Training

- Provide leadership for continuing development of the workforce training at the system level and assuring it complies with legislative and the SBHE policies.
- Partner with and develop effective working relationships with the ND Department of Commerce, Job Service of North Dakota, the North Dakota Workforce Development Council and other state agencies to ensure the NDUS's training efforts are closely aligned with the State's needs and priorities.

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

**NDUS  
Attention: Jane Grinde  
600 E Boulevard Ave, Dept 215  
Bismarck, ND 58505-0230**

by the closing date stated above. Applicants who are Veterans must include Form DD214 with the application for employment; claims for disabled veteran's preference must include Form DD214 and a letter less than one year old from the Department of Veterans' Affairs indicating disability; claims for preference as the eligible spouse of a disabled or deceased veteran must include Form DD214, a marriage certificate and a letter less than one year old from the Department of Veterans' Affairs indicating disability, or the veteran's death certificate. Due to access to restricted information, the successful candidate will be required to complete a satisfactory criminal background check. Applicants must be eligible to

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work in the U.S. and I-9 employment certification is required at hire. There is no sponsorship available for this position.

Persons who may need additional job information or may require accommodation or assistance with the application or interview process should contact Jane Grinde at (701) 777-1918, or e-mail [jane.grinde@ndus.edu](mailto:jane.grinde@ndus.edu). TTY Number 1-800-366-6888.

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.

Applications for public employment will be confidential unless deemed a finalist. Public entities including the State Board of Higher Education and NDUS institutions shall determine finalists for open positions consistent with N.D.C.C. Section §44-04-18.27. Applications for public employment of non-finalists and any records related to those applications which contain information that could reasonably be used to identify an applicant are confidential.

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.

THE NORTH DAKOTA UNIVERSITY SYSTEM was organized in 1990. It is made up of 11 public colleges and universities governed by the State Board of Higher Education. The NDUS is composed of two doctoral-granting institutions (NDSU and UND), two master's granting institutions (MISU and VCSU), two universities that offer baccalaureate degrees (DSU and MASU), and five campuses that offer associate and trade/technical degrees (BSC, LRSC, MISUB, NDSCS and WSC).