

SENIOR ACADEMIC AND ADMINISTRATIVE OFFICERS
GENERIC POSITION DESCRIPTIONS

LISTED BELOW ARE POSITIONS WHICH A CAMPUS MAY CHOOSE TO MAKE SAAO WITHOUT SUBMITTING THE POSITION TO THE EPA SUBCOMMITTEE FOR THE HR COUNCIL FOR PRIOR APPROVAL. THE POSITION MUST MATCH THE POSITION REQUIREMENTS AS DESCRIBED. EXCEPT AS NOTED, ONLY ONE OF EACH POSITION MAY EXIST ON A CAMPUS. IF A CAMPUS CHOOSES TO DESIGNATE A POSITION AS GENERIC, THE EPA SUBCOMMITTEE OF THE HR COUNCIL SHALL BE NOTIFIED IN WRITING.

Admissions: The Admissions Officer directs administrative procedures for a large, complex institutional entity relating to student admissions. This position is responsible for coordination of activities of university units concerning publications, application forms, fees, student interviewing, selection criteria, screening, international admissions, etc. The position also oversees evaluation of candidates for admission.

Alumni Relations: The Director of Alumni Relations is responsible for developing alumni-related programs and services for the institution. This position is responsible for providing opportunities for alumni to participate in the development and continued expansion of the institution's programs and services through financial contributions and other means of support; in a variety of activities and special events for promoting the university, its faculty, students, and staff; and in other activities appropriate for alumni involvement including volunteering. The Director of Alumni Relations is also responsible for the long range planning of programs for maintaining and developing the interest and involvement of alumni; for providing effective systems of communications between the institution and the alumni; and for developing and maintaining data gathering and informational systems.

Athletics: The Director of Athletics directs the development of intercollegiate athletic programs. This position typically supervises directly or through subordinates a staff of coaches, trainers, marketing and sports information professionals, and other staff. Responsibilities include the scheduling and contracting of events, equipment and facilities budgeting, the assurance of compliance with Conference standards and institutional regulations, the overall athletic program's mission and conceptual basis, and other administrative and professional duties.

Auxiliary Services: The Director of Auxiliary Services position is responsible for developing, managing, and operating income-producing and/or primarily self-financing entities of the institution, including, but not limited to, food services, bookstores, parking, vending, printing, child care, and/or other operations or services. This position is responsible for planning, developing, and implementing business and financial/auxiliary service functions; supervising and managing personnel in the units; formulating and administering the unit's budgets; and other appropriate functions as appropriate and assigned.

Bookstore (applies only to university operated bookstores): The Director of the Bookstore is responsible for developing, managing, and operating the university bookstore. Duties also include the establishment of policies and procedures, the development of goals and objectives, and the supervision of bookstore staff.

Budget (Accounting): The Director of Budget is responsible for planning, developing, and implementing the institution's budgets. This position is responsible for monitoring the current fiscal operating and capital budgets of the institution and its units; developing short- and long-range budgetary projections; developing financial resource allocation recommendations; directing the review, analysis, and preparation of the institutions' annual financial statements; maintaining schedules for submission of financial records to appropriate State and Federal agencies; and for other budgetary and accounting duties as appropriate and assigned.

Career Services/Placement: The Director of Career Services is responsible for career counseling and job placement program development for alumni and students. Responsibilities focus on assisting individuals in finding employment upon graduation through methods such as coordinating employer visits with students, developing and participating in curriculum planning in cooperation with student counseling, advising, and department administrators; maintaining a library/website of career information; maintaining a job posting service; and developing resume writing and/or interviewing clinics.

Continuing Education/Distance Learning: The Director of Continuing Education is responsible for directing the institution's continuing education program. The position may have responsibility for the management of facilities related to the program. This position directs staff of the program, including the selection of instructors, control of all fiscal matters, and coordination with local, state, and federal agencies. The Director develops policies and procedures and conducts appropriate research affecting the administration of the program; supervises and directs the quality of educational programs through involvement with academic department heads, deans, community, state, and national leaders; formulates and administers annual operating budgets for the functional area; and, establishes policies governing the use and control of media devices used in the continuing education programs.

Contracts & Grants: The Director of Contracts and Grants is responsible for all sponsored research, training, and public service contracts and grants awarded to the institution. This position also reviews all proposals, approves all budgets, negotiates contract and grant terms, reviews and approves all expenditures against contract and grant funds and assures contract and grant terms are adhered to. The Director of Contracts and Grants renders technical assistance and guidance to the institution's staff and ensures coordination between the institution and federal, state, and private agencies; maintains and disseminates necessary accounting data, handles all associated billings, collections, and cash flow control; and, assures that effective financial management practices are followed, issues required financial reports, and coordinates with respective audit agencies.

Controller: The Controller is responsible for planning, developing, and implementing the fiscal and accounting functions of the institution. This position provides leadership and direction in the preparation of financial analyses of operations; reports on financial position based on past, present, and future operations; and budgets and financial forecasts, as well as other functions as assigned.

Counseling/Psychological Services: The Director of Counseling and Psychological Services is responsible for developing and implementing the institution's counseling program for students. In addition to the typical administrative, budgetary, and supervisory duties, this position is responsible for developing group and individual counseling approaches and techniques; providing staff training programs; and coordinating the activities of the unit with other service areas. The Director of Counseling and Psychological Services also serves as a professional resource to other professional counseling and advising staff and a consultant to university faculty and staff as appropriate.

Design and Construction: The Director of Design and Construction is responsible for assisting in facilities planning and directing capital construction activities at the institution. This position is responsible for the development of proposals detailing new construction plans or the modification or improvement of existing facilities based on pre-specified guidelines or an assessment of need; for assisting in the interview and selection of professional service contracts for construction projects; and for serving as a liaison with the selected contractors to ensure adherence to design and construction requirements.

Development: The Development Officer is responsible for designing strategies that will permit the institution to acquire, manage, and distribute funds that will enhance the educational mission of the institution. This position is responsible for planning, developing, and implementing approaches to acquire or solicit funds from various sources including governmental grant programs, public/private foundations, corporate giving programs, through individual or small group gifts and bequests, capital campaigns, special projects, and through other sources. The Director of Development is also responsible for coordinating the long-range planning program of giving opportunities; for providing effective systems of communications between the institution and the current and potential funding sources of the institution; and for developing and maintaining data gathering and informational systems.

Environmental Health & Safety: The Director of Environmental Health & Safety is responsible for assuring that the university operations, including research and instructional laboratories, meet all OSHA, EPA, DOL, and other governmental laws and regulations. This includes the development of internal specifications for new operations, monitoring existing operations, identification and management of corrective measures, and training for faculty, staff, and students in safe operations.

Facilities Management/Planning: The Director for Facilities Management and Planning is responsible for planning, developing, and implementing a comprehensive plan for effective facilities management, operations, and maintenance. This position is responsible to manage the day-to-day operations of architectural, engineering, and administrative services for short- and long-range facilities planning, capital improvements planning and design, campus space management, property management, land-use planning, preventive maintenance of facilities, utilities infrastructure and systems, grounds management, and other functions as assigned. The Director of Facilities Management and Planning also directs the initiation of cost studies to improve efficiency and service; directs and coordinates the development of growth plans and estimates for new construction and renovation; and ensures compliance with institution's master plan.

Financial Aid: The Director of Financial Aid is responsible for planning, developing and implementing the institution's student financial aid programs. In addition to the typical administrative, budgetary, and supervisory duties, this position is responsible for developing and administering financial aid policies, requirements, and procedures; ensuring the maintenance and security of financial aid applications and other documents; managing sources of funds for student aid including Federal, State, institutional and private sources; advising students and parents of financial assistance issues including grant programs, loans, scholarships, employment, and other financial aid opportunities; ensuring compliance with local, State, and Federal regulations; providing staff training of financial aid issues and regulations; and other functions as assigned.

Housing and Residence Life: The Director of Housing and Residence Life is responsible for the coordination and management of the institution's housing program(s). This position directs all residence halls operations, which may include an off-campus housing program, the planning and coordination of the activities of all support staff, food services, student services, and other resources.

Human Resources: The Director of Human Resources is responsible for the development, supervision, and implementation of administrative personnel policies and procedures. This position is responsible for administering wage, salary, and benefits programs in accordance with the policies and procedures of the University and in compliance with local, State, and Federal guidelines; providing management training and guidance in the recruitment, selection, hiring, and orientation of employees; providing effective systems for communicating human resources policies and procedures including processes for appointment, promotion, tenure, benefits, and grievances; and developing and maintaining data gathering and personnel informational systems. May be separate position for SPA, EPA non-faculty, and/or Faculty.

Information Technology (up to three positions):

Chief Information Technology Officer (CIO): is responsible for planning, organizing, staffing and directing the University's management information systems. In addition to administrative, budgetary, and supervisory duties, this position is responsible for providing leadership and policy direction for data processing systems, networks, and support; developing and implementing an effective procurement plan of technical/computer equipment and components consistent with the educational and administrative needs and financial budgeting of the institution; maintaining appropriate informational and computing systems to support institutional analysis, research, and management decision-making for the administrative and academic units as appropriate; providing information technology support and services to students, faculty, and staff through computing centers, networks, communications links, and other strategies; implementing security systems for information and data.

Systems Operations: The Director of Systems Operations is responsible for supporting information technology equipment and systems for the business, research and instructional functions. This position is responsible for directing the development and maintenance of the institution's computing infrastructure to include networked and integrated computer systems; the specific data processing programs and services for payroll, financial accounts, registration, personnel, and other administrative applications; and support for distance learning and other academic computing functions and services as appropriate.

Business & Technology Services: The Director of Business & Technology Services is responsible for the development, design, and identification of systems and applications to support the business and research and instructional functions of the University. This position serves as a liaison among the academic deans, department chairs, and faculty in developing strategic plans involving technological priorities, funding and acquisition plans, and the infusion of technology into the university curriculum.

Institutional Research and Planning: The Institutional Research and Planning Officer is responsible for planning, organizing, and directing institutional research programs and for supporting all internal and external data collection. This position directs the activities of support staff performing institutional research in academic and administrative budgetary matters; formulates policies and procedures in major areas of concern that are applicable on a university wide basis; directs fiscal studies including immediate and long-range budget projections based on trends in student enrollment and planned academic programs; conducts studies and research related to student enrollment, faculty assignments and productivity, cost data for teaching programs, and student-teacher ratios; and, recommends and coordinates matters pertaining to facility priorities and allocations; maintains liaison with users of databases and data management systems.

Internal Audit: The Director of Internal Audit is responsible for directing the institution's internal auditing function by reviewing operations for adequacy of controls, compliance, efficiencies and effectiveness. This position is responsible for reviewing the effectiveness and integrity of controls, financial record keeping approaches, and general financial operations; reporting on the adequacy of the operations of federally-funded and other activities in conformity with grant and contract specifications; interpreting and implementing rules and policies for conducting the auditing function consistent with local, State and Federal guidelines; reporting the status of university audits, investigations, and other accountability activities to the Chancellor; and other duties as assigned.

Marketing (University-wide or School/Program): The Director of Marketing is responsible for the design, development, implementation and evaluation of broad-scope marketing initiatives either across the entire university, or for a large and complex institutional entity. This position develops relationships with partners both internal and external to the University. This position typically reports to the head of the institutional entity, and directs a staff, or coordinates the work of external contractors hired to design the marketing program.

Payroll Services: The Director, Payroll Services manages a large and complex university Payroll operation (not on Central payroll), including personnel and information systems for the University in accordance with University process, State requirements, Federal regulations, and vendor requirements.

Physical Plant: The Director of Physical Plant is responsible for planning, developing and implementing physical plant operations. In addition to the typical administrative, budgetary, and supervisory duties, this position is responsible for supervising the maintenance of buildings, other physical edifices, grounds and landscaping, central air conditioning/heating operations, and other physical plant operations, including the supervision of custodial services.

Public Affairs/Information: The Director of Public Affairs/Information is responsible for the overall public relations and image enhancement efforts of the institution. This includes the responsibility for developing both internal and external relations with appropriate media, governmental, legislative, student, parent and alumni bodies, or other groups and organizations. As official spokesperson for the institution, this position is responsible for all publications of the unit and the accurate and timely interpretation and explanation of the institution's policies, procedures, and mission.

Public Safety/Police: The Public Safety Officer is responsible for planning, developing, and implementing safety, security, and law enforcement functions. In addition to the typical administrative, budgetary, and supervisory duties, this position is responsible for directing investigations of crimes and other offenses; offering safety and crime prevention programs; coordinating, as appropriate, with local, State, and/or Federal law enforcement agencies; directing the institutional police/security operations; developing rules and regulations in regard to traffic, parking, and other public safety issues; and providing other programs and services as assigned.

Purchasing: The Purchasing Officer is responsible for all aspects of the central purchasing unit and function. Consistent with State guidelines, this position is responsible for developing policies and procedures for specification preparation and requisition writing; evaluating bids and awarding purchasing orders and contracts to vendors; negotiating contracts with supplier representatives; assisting units with equipment purchasing plans and selection; approving the appraisal of planned expenditures; supervising a system of equipment inventory control; operating an effective system of receiving, storage, distribution, and shipping areas; and other functions as assigned.

Secretary of the University: The Secretary of the University serves as the liaison between the institution and the Board of Trustees. This position handles all BOT matters including agenda setting, meeting logistics, travel arrangements, and events planning.

Sponsored Research: The Director of Sponsored Research is responsible for operation of the Grants Management Office. The position will identify grant opportunities related to strategic research endeavors, locate appropriate funding sources, develop partnership/subcontracting relationships with outside organizations, and provide oversight to the grant proposal process.

Student Health Services: The Director of Student Health Services is responsible for the planning, organizing, and directing of an institution's student health services. This position develops and administers all Student Health Service policies; consults and coordinates activities with university and public health officials to develop, evaluate, and recommend student health services, and services for the general health of the institution; coordinates the organization and administration of a student health service budget, including operating and legislative budgets, involving planning personnel, facility management and purchasing functions; supervises medical personnel providing medical care for student injuries and illness; and, performs professional medical services in diagnosing and treating student illnesses and injuries, and appraising student health conditions.

Systems & Procedures: The Director of Systems and Procedures is responsible for implementing, maintaining, and enhancing the business systems of the university. The position oversees the selection, development, implementation, documentation, and maintenance of automated and manual financial systems and controls. The position ensures that these technological solutions effectively and efficiently meet the needs of campus departments.

University Counsel: The University Counsel is responsible for planning, organizing, and guiding the institution's legal activities as directed by the Chancellor. This position provides counsel to the Chancellor, university administration, and the Board of Trustees concerning its legal rights and obligations, and serves as a liaison to the Office of University of North Carolina's General Counsel and the Office of the State Attorney General, as required.

University Registrar: The University Registrar directs the student registration and enrollment process. This person serves as the custodian of all student academic records; applies university policy to resolve issues relating to grade point average, class standing, rank, and graduation eligibility.