



JOB DESCRIPTION

Form: HRF5005, Ver. 1, Revised 07/12/2013

DATE:	4/12/18	POSITION #:	FA9622
NAME OF INCUMBENT(S):			
JOB TITLE:	FT Academic Affairs Project Manager		
DIVISION:	Provost's Office		
DEPARTMENT:	Provost's Office		
PAY TABLE/LEVEL/GRADE:	ADM 2	REPORTS TO:	Provost – FA9988

STATUS: *Please click the appropriate boxes that apply.*

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Regular/Continuing | <input type="checkbox"/> Temporary/Limited Duration | <input checked="" type="checkbox"/> Full-Time (40 hrs/wk) |
| <input checked="" type="checkbox"/> Bargaining Unit: <u>AFT</u> | <input type="checkbox"/> Individual Position | <input type="checkbox"/> Part-Time: _____ Hours/Week |
| <input type="checkbox"/> Non-Bargaining | <input type="checkbox"/> Pooled Position: | |
| <input type="checkbox"/> Provisional/Grant Funded | _____ No. of Employee if this position is pooled. | |

JOB SUMMARY: *(This section should summarize the overall purpose (“mission”) of this job in 1-4 sentences. Briefly describe the primary reason the job exists at LCC.)*

Reporting directly to the Provost, the Academic Affairs Project Manager works collaboratively and cross-functionally with other members of the Academic Affairs team, as well as with personnel from across the college, to implement initiatives and tasks related to Academic Affairs. Duties and responsibilities include the oversight of projects relating to the Academic Operational Plan, coordinating project implementation and evaluation with all academic areas. Provide leadership to academic administrators and faculty in a variety of key academic and student success-oriented areas. Other duties as assigned by the Provost.

DIRECT REPORTS: *(If this is a supervisory position (authority to hire, assign, discipline, approve timesheets), list position #s of those supervised).*

Direct Report(s):	
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ESSENTIAL DUTIES AND RESPONSIBILITIES: *Identify and describe the essential duties and responsibilities, i.e., what actions are done and what are the expected results. Most jobs can be described using 5-10 statements. List in priority order, beginning with top priority/must get done, with approximate percent for each (e.g. 20% 1. reconciles grant fund expenditures to balance monthly budget). “Other duties, as assigned,” are implicit in all position descriptions.*

%	No.	Essential Duties and Responsibilities
35	1	Provides coordination and direct oversight of assigned projects, ensuring that plans and projects are developed sufficiently with identified goals and objectives, that progress and deliverables are executed, and that results are monitored using continuous quality improvement principles.
25	2	Provides leadership to academic administrators, staff and faculty in areas such as student success, Academic Operational Plans, and other initiatives as assigned.

20	3	Works creatively in a team environment, developing new ideas, concepts and solutions, while creating a collaborative, professional, and accountable culture in a complex academic setting to ensure that assigned projects are accomplished in a high-quality and timely manner.
7	4	Works collaboratively and cross functionally on assigned projects, ensuring active project involvement from all interested constituencies including non-academic areas of the college.
7	5	Serves as the Provost's representative on assigned College committees.
3	6	When appropriate, serves as the Provost's designee for reviewing student grade appeals and other student-related issues referred to Academic Affairs.
3	7	Performs other duties as assigned by the Provost.

CORE COMPETENCIES. *Record the knowledge, skills and abilities necessary to perform the essential functions of this position. Provide descriptions of core competencies below (e.g. communication, customer service, decision-making, leadership, problem-solving, etc.). An incumbent or applicant must be able to demonstrate and results must be measurable.*

- Demonstrated ability to think critically, creatively, and independently.
- Demonstrated commitment to student success.
- Outstanding oral and written communication skills with all levels across the college.
- Demonstrated ability to work well with and build relationships with faculty, administrators, staff, and students.
- A deep respect for higher education and a demonstrated commitment to the ideals and mission of community colleges.
- Demonstrated commitment to diversity.
- A high level of curiosity, and a demonstrated ability to be creative and to engage in innovative thinking while not violating standards, rules, or ethical modes of conduct.
- Ability to analyze data, processes, and complex situations to determine a best course of action.
- Strong problem solving skills.
- Ability to motivate and direct teams within a complex, fast-paced, and changing work environment.
- Strong organizational skills and ability to balance multiple priorities and objectives.

EDUCATIONAL/EXPERIENCE REQUIREMENTS: *Identify the education and/or equivalent combination of education and experience, plus additional specific years of experience, certifications, licenses and/or special training required to perform the essential functions of this job.*

Required:

- Master's degree from a regionally accredited college or university or four year's equivalent relevant professional experience in an academic or operations area.
- Extensive work experience in relevant college environment.
- Knowledge of community college operations and systems.
- Demonstrated ability to work collaboratively and cross-functionally with others.
- Demonstrated project management experience in a fast-paced, changing environment.

Preferred:

- Knowledge of student information systems, relational databases and operating systems (Banner and Degree Works).

PHYSICAL AND MENTAL REQUIREMENTS: Complete the physical and mental demands on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Mobility around the LCC campus is a normal part of the position's functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **Go to the ADA Checklist.**

WORK ENVIRONMENT: Complete the work environment characteristics on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **Go to the ADA Checklist.**

Incumbent's Name (if any).		Incumbent's Signature*		Date	
Supervisor's Name		Supervisor's Signature*		Date	
Dean/ELT's Name		Dean/ELT's Signature		Date	
<i>Note: Signature means approval, otherwise return for signatures.</i>					
Human Resources Rep.		HR Rep Signature		Date	
<i>Note: Position description to be reviewed annually, upon posting or transfer of person or position.</i>					

Lansing Community College

ADA Compliance Job Description Checklist

The immediate supervisor is responsible for completion of this form . Fill in more information as needed that apply to the essential job duties of the attached job description.

Position #: New

Date: 2/26/18

Supervisor's Position #: FA9988

Materials Used:

Standard Office Equipment:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Computer keyboard, mouse, screen (either desktop or laptop) | <input checked="" type="checkbox"/> Paper and Pencil/pen |
| <input type="checkbox"/> Various software (spreadsheet, word-processing, web-base, other media) | <input checked="" type="checkbox"/> Projector and Screen |
| <input checked="" type="checkbox"/> Telephone, blackberry, fax | <input checked="" type="checkbox"/> Copier, collator, reproduction |

Others, please list: [Click here to enter text.](#)

Standard Trades Equipment:

- | | | |
|------------------------------------|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> Carpentry | <input type="checkbox"/> Electrical | <input type="checkbox"/> Plumbing |
|------------------------------------|-------------------------------------|-----------------------------------|

Others repair/maintenance tools, please list: [Click here to enter text.](#)

Mental Functions:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Comparing (compare/contrast data, people, things) | <input checked="" type="checkbox"/> Copying (entering, posting, transcribing data) |
| <input checked="" type="checkbox"/> Synthesizing (combine data, concepts, interpretations) | <input checked="" type="checkbox"/> Analyzing (examine, test data, present alternative actions) |
| <input checked="" type="checkbox"/> Computing (math calculations or carrying out formula operations) | |
| <input checked="" type="checkbox"/> Compiling (gathering, classifying, evaluating data, people, things) | |

Auditory Functions:

- Talking (express ideas, thoughts, languages, conveying details, accurately, loudly, quickly)
- Hearing (receive details through oral communication, make fine differences in sound with other sound interference e.g. running machines, other people)

Visionary Functions:

- Near acuity (at 20 inches or less when minute accuracy is essential)
- Far acuity (more than 20 inches when day and night/dark conditions are essential)
- Depth perception (3 dimensional vision, judge distances, space)
- Color vision (distinguish colors)
- Field of vision (up-down and right-left)

Smell and Tasting Functions:

- Flavors & odors (distinguish similarities, differences, intensities, qualities using tongue & nose)

Movement, Strength, Repetition Functions:

- | | | | | |
|-----------------------------------|-----------------------------------|-----------------------------------|---|------------------------------------|
| <input type="checkbox"/> Climbing | <input type="checkbox"/> Kneeling | <input type="checkbox"/> Reaching | <input type="checkbox"/> Balancing | <input type="checkbox"/> Crouching |
| <input type="checkbox"/> Grasping | <input type="checkbox"/> Stooping | <input type="checkbox"/> Crawling | <input type="checkbox"/> Picking/Typing/Keyboarding | |
- Sedentary (exert up to 10 lbs of force to lift, carry, push, pull, move objects; sit most of the time)
 - Medium (exert 21-50 lbs of force, walk/stand frequently)
 - Heavy (exert 51-100 lbs of force, walk/stand routinely)
 - Very Heavy (exert over 100 lbs of force, walk/stand routinely)

Environmental Conditions:

- | | |
|---|--|
| <input type="checkbox"/> Weather (rain, snow, wind) | <input type="checkbox"/> Vibrations |
| <input type="checkbox"/> Extreme cold (inside, outside) | <input type="checkbox"/> Hazards (fumes, odors, dust, toxic chemicals, allergens, |
| <input type="checkbox"/> Extreme heat (inside, outside) | <input type="checkbox"/> Extreme noises |
| <input type="checkbox"/> Confined/restricted spaces | <input type="checkbox"/> Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation, shock) |