

Minnesota North College Administrator Position Description

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| ADMINISTRATIVE TITLE: Engineering Director | |
| NAME OF ADMINISTRATOR: | |
| RANGE ASSIGNMENT: 6 | POSITION CONTROL NUMBER: |

Position Summary

The Engineering Director is responsible for leadership, management, strategic direction, and oversight of the Engineering program for both Minnesota North College (Minnesota North) and Iron Range Engineering (IRE), a program in the Department of Integrated Engineering of Minnesota State University, Mankato (MSU Mankato). The Engineering Director will continue to innovate and expand the local, regional, national, and international reach and dissemination of the programs.

An integral part of this position is leading the relationships and activities of Minnesota North Engineering and Iron Range Engineering lower-division and upper-division programs in partnership with Minnesota State University, Mankato. The Director will foster collaborations and build working relationships while providing guidance on financial decisions, personnel decisions, and operations. This position reports to the Minnesota North College Vice President of Academic and Student Affairs.

Ability to travel between Minnesota North College and Minnesota State University – Mankato campuses and communities routinely.

Signature of Employee

Date

Signature of Supervisor

Date

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Provide strategic direction and leadership for the Minnesota North and IRE programs.
 - a) Work collaboratively with Iron Range Engineering professors and facilitators who are Minnesota State University, Mankato (MSU Mankato) employees and provide supervisory leadership for Minnesota North faculty and staff to provide the overall leadership for continuously improving the curriculum and the program operations strategies across all four years of the engineering curriculum, learning community, and broader community of regional and national stakeholders.
 - b) Work with President and Vice President of Academic and Student Affairs of Minnesota North to maintain a northeastern Minnesota focus for workforce development in the collaboration with the leadership of MSU Mankato.
 - c) Provide oversight and guidance to program personnel on maintaining good standing with regards to ABET and Higher Learning Commission accreditation.
 - d) Review and develop processes and interpret and administer policies and procedures to assure that the program complies with Minnesota State Colleges and Universities policies.
 - e) Promote cooperation with area high schools, businesses, other colleges, universities, and regional stakeholders.

- f) Consult with faculty to determine instructional resources, support, and professional development needs.
- g) Provide oversight and planning for the Chisholm-based student housing.
- h) Be an ambassador of Minnesota North and IRE, representing the programs across the region and state to stakeholders including industry, potential industries, elected officials, the system office, and others and continue to build and foster the national and worldwide reputation of engineering education innovation. This also includes being active on regional, state, national, and international levels for dissemination of the IRE model and guiding the conversation of engineering education transformation.

Percent of Time: 30%

2. Director of Operations for IRE.

- a) Direct administrative, programmatic, operational, budgetary, regulatory, and development facets of the BELL-IRE Program. The incumbent will use their supervisory authority to plan, manage, organize, lead, and direct the work of program staff. The director's role is to establish and assure implementation of processes, directives, and instruction so that it allows all of the goals and objectives of the Department of Integrated Engineering and the BELL-IRE Program to be effectively carried out.
- b) Make facility decisions regarding space utilization and equipment purchases in all Iron Range Engineering spaces.
- c) Oversee all recruiting efforts including national travel, virtual visits, on-campus student visits, and marketing to potential students and industry partners. Maintain and build recruitment initiatives aimed at broadening the diversity of the engineering profession.
- d) Continuously improve and manage student success initiatives including community building, identity building, promoting inclusion, and implementation of programs to assist at-risk students.
- e) Promote and organize the solicitation of grants for program development from both governmental and private sources for the IRE program.
- f) In conjunction with the program's faculty leaders, this position addresses the need to continue developing the BELL program, increase enrollment numbers, and create/manage relationships with the many stakeholders. This includes ensuring that operational resources are available to the program for course development and to improve course experiences for students, faculty, and staff. This also includes the resources needed to recruit students into the program and to establish and maintain relationships with community colleges and businesses that support student co-ops, nationally and potentially internationally. College partner coordination includes oversight of articulation agreements as well as event coordination to engage college partners and build a professional community of educators. Industry partner coordination includes oversight of job opportunities for students, career fairs, and other events.
- g) In this capacity, the position reports to leadership at Minnesota State University, Mankato through a position that will be determined later.

Percent of Time: 30%

3. Provide academic leadership for all components of assigned Minnesota North faculty and staff.

- a) Supervise Minnesota North engineering faculty and staff as the academic officer for the AS Engineering Degree Programming in all of its capacities, including but not limited to:
 - a) dean-level budgeting.
 - b) supervising and hiring authority.
- b) Work collaboratively with the instructors and facilitators in the Minnesota North engineering programs to set enrollment targets, give guidance on scheduling, provide budget direction, developing curricular innovations.

- c) Strengthen and institutionalize the college's assessment processes within engineering curriculum.
- d) Establish and maintain cooperative and productive relationships with various constituency and faculty committees. Work with College faculty on recommendations for course offerings, number of sections, days and times for classes, and individual course assignment preferences. Work with academic coordinator to develop course schedules each academic term, facilitate and resolve conflicts.
- e) Be knowledgeable in current curricular movements, such as Minnesota Transfer Curriculum and make recommendations for necessary curricular changes.
- f) Monitor instructional and program expenditures of approved allocations for engineering, including the business office-related functions of approving purchase orders, travel, and faculty development expenditures. Oversee program and instructional activity budgets, including both personnel and non-personnel.

Percent of Time: 30%

4. Other duties as assigned.

- a) Perform other leadership functions to further the mission of the Engineering program and the college.

Percent of Time: 10%

QUALIFICATIONS:

Minimum Qualifications:

- Master's degree in an engineering discipline.
- Experience in leadership, planning, development, staffing, budget management, and supervision.
- Evidence of ability to professionally deal with demanding and high stress situations, emergency situations, and multiple and varied situations/issues simultaneously.
- Valid Minnesota driver's license.

Preferred Qualifications:

- Doctoral degree.
- Demonstrated ability to lead strategic planning and evidence of systematic decision making.
- Knowledge and experience in fostering relationships with relevant stakeholders.
- Knowledge and experience in mentoring and professional development.

BUDGET AUTHORITY: TBD

REPORTABILITY: Direct to Vice President of Academic and Student Affairs

SUPERVISION: Minnesota North College engineering faculty and staff

Minnesota State Colleges and Universities is an EO/AA/Vet/Disability employer/educator committed to the principles of diversity.