



POSITION DESCRIPTION

North Dakota University System

PART A - Identification, Duties/Responsibilities, and Task Inventory

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| 1. Name of Employee: | | 1a. EmplID #: | |
| 2. Position #: | 2a. Dept. ID #: 8275 | 2b. Dept. Name: Dean's Office Med | |
| 3. Current Band: 1000 | | 3a. Current Job Family #/Title: | |
| 4. Current Functional Title: Chief of Staff-Office of the Dean | | | |
| 5. Please check all that apply | | | |
| 5a. Type of position: | <input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part-time | | IF Part-Time, FTE Percentage: _____% |
| 5b. Length of Position: | <input type="checkbox"/> 9 month <input type="checkbox"/> 10 month <input type="checkbox"/> 11 month <input checked="" type="checkbox"/> 12 month | | <input type="checkbox"/> Other Month _____ |
| HR Use Only: | Exempt (If exempt, documentation) | | Non-exempt |
| 6. Institution: University of North Dakota | | 7. Division: School of Medicine and Health Sciences | |
| 8. Department: Office of the Vice President/Dean | | 9. Unit: | |
| 10. Work Mailing Address: 1301 North Columbia Road, Stop 9037 Grand Forks, ND 58202 | | 11. Work Phone: 777-2722 | |
| 12. Name & Title of Supervisor: VP Health Affairs & Dean | | 12a. Supervisor Position # : | |
| <p>13. What is the function/mission of your department?</p> <p>The purpose of the School of Medicine and Health Sciences is to educate physicians and other health professionals and to enhance the quality of life in North Dakota. Other purposes include the discovery of knowledge that benefits the people of this state and enhances the quality of their lives.</p> <p>The Dean of the School of Medicine also functions as the Vice President for Health Affairs and is a member of the University of North Dakota President's Cabinet.</p> <p>The Office of the Dean is the chief administrative office for the University of North Dakota School of Medicine and Health Sciences. The SMHS is a state-wide community based school with campuses located in Bismarck, Fargo, Minot, and Grand Forks. The Dean's Office interacts administratively with faculty, staff, and students within our unit and also with University offices, the North Dakota University System office, and federal, state, and local agencies.</p> | | | |
| <p>14. What is the purpose of your position? (Why does the position exist, how does the position function within the work unit?)</p> <p>The Chief of Staff/Office of the Dean of the School of Medicine and Health Sciences reports to the Vice President for Health Affairs/Dean and is a member of the senior leadership team. The Chief of Staff is responsible for central coordination of all activities of the Vice President for Health Affairs/Dean, and for ensuring the timely flow of information to and from the Office of the Dean. This position works closely with other senior administrators, faculty, staff, students, and external constituencies to advance and support the work of the Vice President for Health Affairs/Dean. The Chief of Staff is responsible for managing and integrating the activities in the Office of the Dean with those of the Office of Education and Faculty Affairs, which includes the educational enterprise, and the Office of Alumni and Community Relations. An essential function of the position is to oversee the School's unified faculty recruitment process, which is a shared function of the Office of the Dean and the Office of Education and Faculty Affairs. The Chief of Staff provides a high level of assistance on special projects, functions as a liaison for internal constituencies, and insures clear and consistent communication from the VP/Dean's office. The Chief of Staff is expected to exercise considerable discretion and judgement on a regular basis.</p> | | | |
| <p>14. Is this position essential during emergencies/closures? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>(Essential personnel may be required to work during emergencies and closures affecting UND depending on staffing levels required for that particular situation.)</p> | | | |

PART A - 15. Duties/Responsibilities

Provide a general statement of each major duty or responsibility.

- ⇒ List the task(s) involved in accomplishing each major duty/responsibility.
- ⇒ Indicate the percent of time that is spent on each duty or responsibility. Estimate percentages over the course of the year. (The incumbent could keep a record of the time spent performing each duty over a course of time.)
- ⇒ Begin each statement with a verb that exemplifies the action taken in performing the assignment.
- ⇒ **Indicate Essential/Secondary.** The following questions should be taken into consideration in the determination:
 - Is the duty/responsibility the reason the job exists?
 - Is this a highly specialized task or one that requires special education, training, licensure?**If the answer is yes, the duty is "essential".**
 - What is the percentage of time spent on the function?**If the answer indicates a great % of time, the duty is probably "essential".**
 - What are the consequences to others or the institution of a failure to perform the function?**If the answer indicates a high level of accountability, the duty is "essential".**

NOTE: See Position Description Instructions and examples.

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| Duty/Responsibility No. 1 | | Statement of duty/responsibility: |
| Percent of Time 20% | For ADA compliance, see instruction. Responsibility is: <input checked="" type="checkbox"/> Essential <input type="checkbox"/> Secondary (Please check one) | Senior Advisor to the VP/Dean |
| Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task) -Advise the VP/Dean on all matters of relevance to the Office and the SMHS as a whole. -Provides direction and support to the Dean in a senior advisory capacity on strategic decisions, sensitive issues, goal setting, and long-range planning. -Communicate with leadership teams and advise the Dean regarding important developments. -Strategize with the Dean and other senior leadership on institutional planning, policy development, and problem resolution; and ensure that implementation plans are effectively communicated and managed. -Plan, direct, and coordinate activities related to the VP/Dean's teaching, research, clinical, and/or service responsibilities. -Anticipate the needs of the VP/Dean. -Understand NDUS and UND policies and procedures necessary to ensure that appropriate decision-making protocols are followed. | | |
| Duty/Responsibility No. 2 | | Statement of duty/responsibility: |
| Percent of Time 40% | For ADA compliance, see instruction. Responsibility is: <input checked="" type="checkbox"/> Essential <input type="checkbox"/> Secondary (Please check one) | Representative of the VP/Dean |

Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task)

- Is the point of contact to address issues brought to the Dean's Office and works to find efficient and appropriate resolutions.
- Serve as a strategic liaison with University officials and staff as directed.
- Ensure timely and accurate information flow to and from the Office of the Dean via all types of communication (electronic, written, verbal, website, etc.).
- Facilitate communication with all stakeholders, especially other units of the University.
- Act as the representative of the VP/Dean and ambassador to external constituents as directed.
- Works with assistant and associate deans, department chairs, and center directors to execute the strategies of the School.
- Anticipate and troubleshoot potential conflicts.
- Provide a visible link between the VP/Dean and the public, acting as a representative of the VP/Dean in dealings with the public (both individually and in groups).
- Draft speeches and presentations.
- At the request of the Dean, lead ad hoc project teams and takes responsibility for follow-up and outcomes.
- Represent the Dean on the committees such as the Faculty Academic Council, Bylaws, Nominations, and Policy Advisory Group; and participate in other service obligations.

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| Duty/Responsibility No. 3 | | Statement of duty/responsibility: |
| Percent of time 20% | For ADA compliance, see instruction. Responsibility is: <input checked="" type="checkbox"/> Essential <input type="checkbox"/> Secondary (Please check one) | Project Manager |
| <p>-Manage assigned aspects of VP/Dean major project endeavors, including school expansion, curriculum development, building and remodeling projects, etc.</p> <p>-Monitor all project schedules for adherence to deadlines and completion dates.</p> <p>-Act as the communication conduit for all major projects.</p> <p>-Communicate all relevant project information to the VP/Dean, as appropriate.</p> <p>-Ensure that all components of SMHS project planning and execution are conducted in compliance with SMHS, UND, NDUS, and SBHE policies and procedures.</p> <p>-Oversee the operations, staff, and budget of the Office of the VP/Dean.</p> <p>-Review correspondence and draft responses as appropriate.</p> <p>-Ensure planning for key committees and other meetings to include:</p> <ul style="list-style-type: none"> • Ensure that appropriate follow-up actions are taken. • Initiate subsequent follow-up meetings and communication for key stakeholders. • Prepare agendas and identify key meeting participants. • Collect and prepare appropriate briefing materials. <p>-Participate in accreditation activities</p> | | |

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| Duty/Responsibility No. 4 | | Statement of duty/responsibility: |
| Percent of time 15% | For ADA compliance, see instruction. Responsibility is: <input checked="" type="checkbox"/> Essential <input type="checkbox"/> Secondary (Please check one) | Operational Liaison to Education/Faculty Affairs and the Office of Alumni and Community Relations |
| <p>For Education Affairs/Faculty Affairs:</p> <p>-Advise and assist on all aspects of faculty recruitment and retention activities.</p> <p>-Ensure that recruitment efforts undertaken by Education/Faculty Affairs are congruent with the goals established by the Dean.</p> <p>-Coordinates recruitment activities between Education/Faculty Affairs and the Office of the VP/Dean.</p> <p>-Authorize and process faculty paperwork as required of the VP/Dean for recruitments, hire, promotion, tenure, etc.</p> <p>For the Office of Alumni and Community Relations:</p> <p>-Communicate the Dean's objectives and assist on public relations and communication activities involving the School of Medicine and Health Sciences such as Alumni Days/Homecoming, radio/television spots, newspaper articles, the North Dakota Review, etc.</p> <p>-Coordinate with the Office to ensure the development and execution of a consistent and organized communication plan that is effectively transmitted via multiple avenues to internal and external constituencies.</p> | | |

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| Duty/Responsibility No. 5 | | Statement of duty/responsibility: |
| Percent of time 5% | For ADA compliance, see instruction. Responsibility is: <input checked="" type="checkbox"/> Essential <input type="checkbox"/> Secondary (Please check one) | Supervision of Administrative Staff |

-Provide the following for the position of Administrative Officer, VP/Dean's Office, and the administrative assistant in the Office of Education and Faculty Affairs:

- Recruitment and selection
- Orientation
- Creation and maintenance of position description
- Distribution of work load
- Supervision of all aspects of the employee performance appraisal system, ensuring that accurate performance standards are developed and maintained.
- Initiate, direct, and document employee disciplinary actions, as necessary.

PART B - Working Environment

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| <p>1. EDUCATION/KNOWLEDGE REQUIREMENT - Minimum education required to perform adequately in position could reasonably be attained only by completing the following (if you were to recruit today, what qualification would you require?)</p> | |
| <p>REQUIRED EDUCATION/TRAINING (choose one)</p> <p><input type="checkbox"/> less than high school diploma <input type="checkbox"/> high school diploma or GED</p> <p>COLLEGE LEVEL (choose one) <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year <input type="checkbox"/> 3 year <input checked="" type="checkbox"/> 4 year</p> <p>GRADUATE LEVEL (choose one) <input type="checkbox"/> 1 year <input checked="" type="checkbox"/> 2 year <input type="checkbox"/> post-graduate</p> | <p>DEGREE INFORMATION Type of degree (B.S., B.A., etc...)</p> <p>Master's Degree</p> <hr/> <p>Major field of study or degree emphasis (accounting, economics, etc...)</p> <hr/> <p>Specialized subject knowledge (cost accounting, MACRO economics, etc.</p> |
| <p>Required Work Experience in Addition to Formal Education/Training:</p> <p>5 years' experience as a senior advisor to a Vice President/Dean/Director/Chair. Requires strong organizational, operations, and management skills including strategic planning, project management, and group engagement.</p> | |
| <p>Required Supervisory Experience:</p> <p>3 years' experience supervising administrative personnel.</p> | |
| <p>2. LICENSE/CERTIFICATION</p> | <p>Identify licenses/certification required:</p> |
| <p>3. SPECIFIC SKILLS OR EQUIPMENT REQUIRED</p> | <p>Requires use/operation of (could include computer software, computer hardware, tractors, lab equipment, organizational/prioritization ability, interpersonal/oral/written communication skills, customer oriented/service, detail oriented etc.): Requirements: Proficient in MS Office; excellent writing, organization, and communications skills; outstanding human relations and leadership skills; ability to function in a team environment; ability to organize and prioritize heavy workloads; ability to problem solve; ability to work independently and under time and pressure constraints in complex office environment; demonstrate ability to research, prepare, and present requested material. Preferences: Knowledge of SMHS, UND, SBHE administrative, human resource, and affirmative action policies and procedures; knowledge of PeopleSoft software, forms, and procedures.</p> |

| 4. RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING PERSON/POSITIONS | | |
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| Position Number | Classification Title of Persons Supervised | FTE % |
| | Administrative Assistant | 1.0 |
| | Projects Assistant | 1.0 |
| | | |
| | TOTAL | |
| 5. INDIRECT SUPERVISION: Total number of classified positions indirectly supervised: | | 3.0 |
| Total number of student or other non-classified employees indirectly supervised: | | |

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| 6. HAZARDOUS WORKING CONDITIONS | Unusual or hazardous working conditions related to performance of duties: NA |
| | Precautionary measures taken to avoid those unusual or hazardous working conditions: NA |
| | Frequency of occurrence of unusual or hazardous working conditions: NA |

7. PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

| Employee is required to: | Never | 1-33% Occasionally | 34-66% Frequently | 66-100% Continuously |
|---|-------|--------------------|-------------------|----------------------|
| Stand | | | X | |
| Walk | | | X | |
| Sit | | | X | |
| Use hands dexterously (use fingers to handle, feel) | | | X | |
| Reach with hands and arms | | | X | |
| Climb or balance | | X | | |
| Pulling/Tugging | | | | |
| Stoop/kneel/crouch or crawl | | X | | |
| Talk or hear | | | | X |
| Taste or smell | | X | | |
| Lift & carry: up to 10 pounds | | | X | |
| up to 25 pounds | | | X | |
| up to 50 pounds | | X | | |
| up to 75 pounds | | X | | |
| up to 100 pounds | | X | | |
| more than 100 pounds | X | | | |

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Employee's Signature

Date

Supervisor's Signature

Date

PLEASE ATTACH A BLACK AND WHITE ORGANIZATIONAL CHART