



College of
Menominee
Nation
KESHENA • GREEN BAY

Position Title: Chief Academic Officer	Reports to: President
Department: Academic Affairs	FLSA Status: Exempt
Classification: Regular Full Time	Benefit Eligible: Yes, Full Time Benefits
SOC Code: 13-1071	Last Updated: 7/19/2018
Location: Keshena Campus	Posting Status: 2nd Posting - Open to All
Grant Funded: Not Grant Funded	Application Deadline: Open until filled

Position Summary: Under the direction of the President, the Chief Academic Officer of the College is responsible for educational policy and academic programs. This includes program review and improvement, accreditation and self-evaluation, assessment of student learning and advancement of student success, academic personnel decisions, budget development, enrollment management, fiscal accountability, program and curriculum development, and the encouragement and improvement of teaching and learning.

Position Responsibilities & Duties:

1. Administering and Developing Program and Curriculum
 - a. Possess the vision to guide the College's academic programs into the future.
 - b. Work effectively with community groups, educational entities and tribal organizations to develop partnerships which result in improved service to the students and to the community.
 - c. Provide guidance to the faculty regarding the planning, implementation and review of academic programs, services, activities and related matters
 - d. Participate in the planning of new facilities for the purposes of instruction and student support services
 - e. Supervise the development of community education, contract education, library services and distance learning
 - f. Have experience with Guided Pathways, building collaborative programs and initiatives and demonstrated success in developing articulation agreements with universities and fostering K-12 connections
 - g. Promote excellence in teaching and scholarship and the increased use of technology in teaching and administration. Understands and promotes the role and use of technology in the instructional environment
 - h. Shows support of complex financial models and an ability to build a sustainable model for CMN that considers best practices yet also encourages innovation and experimentation in areas such as financial incentives, curricular flexibility, enrollment management, and delivery methods
 - i. Promote the 1994 Tribal College Land Grant system and the role it plays in the development of successful Tribal communities both academically and culturally.
2. Assessment of Student Learning
 - a. Provide strong, dynamic academic and administrative leadership; foster a collegial environment which encourages scholarship, teaching, and learning excellence
 - b. Advocate and promote quality instruction, student success, integrated planning, and the expansion of Student Learning Outcomes to meet the educational needs of students in a Tribal college environment and all modalities
 - c. Work with the instructional staff in development of the educational program, including the maintenance of standards and assessment
 - d. Provide oversight of assessment of Student Learning Outcomes and college-wide accreditation
 - e. Act as the officer in the recruitment and selection of faculty
3. Enrollment Management

- a. Leadership and oversight for enrollment management strategies, initiatives and efficiencies
- b. Plans, in coordination with other administrations and faculty, the schedule of classes and programs
- 4. Accreditation
 - a. Contribute to the overall strategic planning, strong fiscal management linking resources allocation to planning and priorities (including data-driven decision-making) and leading the ongoing efforts of the college to meet accreditation standards
 - b. Provide direction for regulations from accrediting agencies
- 5. Governance to the Board of Directors and Transparency
 - a. Reports, advises and presents to Board of Trustees key departmental resources indicators
 - b. Communicate College's potential risks
 - c. Be responsible for compliance with all Tribal, federal, state and local laws pertaining to all Departmental Matters
- 6. Strategic Planning
 - a. Aid in making decisions consistent with the mission and goals of CMN and role of Tribal colleges
 - b. Participate in the development of and supports the College's strategic plans
 - c. Provide a visionary and leadership implementation role on behalf of all departments, creating well-respected and sought after department goals that support the Colleges Mission, Vision, culture and values
- 7. Policy and Procedure Development and Implementation
 - a. Establish a culture of continuous process improvement
 - b. Ensure excellent customer service
 - c. Develop, implement and administer the academic policies and requirements of CMN to insure relevance, reliability, and completeness of records.

Position Type:

This is a full-time position.

Minimum Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 1. Education
 - a. An earned doctorate from an accredited institution
- 2. Experience
 - a. Five years teaching experience in higher education with a demonstrated student-centered philosophy of education
 - b. Three years experience at the Dean level (or equivalent) or increasing academic administrative responsibility
- 3. Specific Skills
 - a. Demonstrated commitment to the Mission and Vision of the College of Menominee Nation, its educational and financial issues, and the role of Tribal colleges
 - b. Demonstrated ability to work effectively and cooperatively with American Indian students, staff and faculty in an educational environment
 - c. Demonstrated collaborative, inclusive, and transparent leadership skills
 - d. Grant and contract administration
 - i. reviews grant opportunities and supports applications for new grants
 - ii. oversees implementation of grants within the Academic Affairs area
- 4. Personal Traits
 - a. Dependability, attendance and punctuality
 - b. Communication skills
 - c. Customer service to students, staff, vendors and contractors
 - d. Judgement, decision making and problem solving
 - e. Innovation (continuous process improvement)

- f. Attitude, enthusiasm, cooperation,
- g. Managing change and adaptability

Supervisory Responsibility:

Manage the overall direction, coordination, and evaluation of the Academic Affairs Department. Carry out supervisory responsibilities in accordance with the College policies and applicable laws. Responsibilities include interviewing, hiring selection, planning, assigning, directing work, rewarding, disciplining employees, performance reviews, and addressing complaints and resolving problems. Supervision includes all Full time and part-time academic positions as listed on CMN organizational chart.

Physical Demands:

Physical demands are classified as Sedentary - lifting no more than 10 pounds at a time. A sedentary job is defined as one which involves sitting, a certain amount of walking and standing.

Work Environment:

While performing the duties of this job, the employee regularly works in an office setting.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

-Performs administrative office functions-Constant

-Exposure to office/class room environment- Occasionally

-Exposure to shop or maintenance environment - Never

Tools & Equipment Used: Office equipment including copy, scan, print, fax machines, computers, calculators, and telephones.

		1-33%	34-65%	67-100%			1-33%	34-65%	66-100%
		of time	of time	of time			of time	of time	of time
Activity	Never	Occasional	Frequent	Constant	Activity	Never	Occasional	Frequent	Constant
Bend	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lift/Carry				
Squat/Kneel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10 lbs or less	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twist/Turn	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11-20 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21-30 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	31-50 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	51-75 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handling/Fingering	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	76-100 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Push / Pull				
Repetitive Motion	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	12 lbs or less	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	13-25 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	26-40 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	41-70 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special Activities					71-100 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hand Control-L&R	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Tools				
Foot Control-L&R	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Small Hand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Type/Keyboard	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Power	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drivers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Forceful Grip	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I have read and understand the expectations and physical requirements of this job description.

Print Name: _____

Date: _____

Signature

The above noted job description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give the employee a general sense of the responsibilities and expectations of his/her position. As the nature of business demands change so, too, may the essential functions of this position.