POSITION ANNOUNCEMENT

Program Academic Support Specialist

Responsibilities:
- Provide support to faculty who are developing new degree proposals;
  - Editing, formatting and providing writing assistance for the final proposal;
  - Assisting with research on student and labor market demand, and assessment criteria, if needed;
  - Coordinating external consultants;
  - Keeping abreast of Board of Regents' current policies and required templates;
  - Guiding the approval process through the various steps;
  - Maintaining records of all new program approvals;
  - Provide oversight for program development and compliance at the institutional, state and regional levels.
- Oversee the cyclical program review schedule for program reviews;
  - Developing and maintaining a review schedule for program reviews;
  - Advising program faculty regarding the required elements of program reviews;
  - Setting deadlines and following up with completion;
  - Coordinating external evaluators, including scheduling and reimbursement;
  - Guiding abreast of Board of Regents' current policies and required templates;
  - Writing executive summaries of program reviews for the Board of Regents;
  - Maintaining records of all completed and pending program reviews.
- Oversee the New Program Three-Year Follow-up Reports:
  - Maintaining the current schedule for Follow-up Reports and notifying program faculty of due date;
  - Keeping abreast of Board of Regents' current policies and required templates.
  - Guiding the reports through development and review/approval by the VP of Academics, and submission to the Board of Regents;
  - Maintaining records of all completed and pending Follow-up Reports.
- Keep Program Review webpage current as program reviews and evaluator reports are submitted.
- Maintain regular contact with, and provide assistance as needed to, the accreditation liaison officer.
- Provide research assistance to the VP of Academics as requested.
- Assist the VP of Academics in tracking progress of all R-401 and R-411 submissions to the Board of Regents.
- Attend Academic Council meetings and Board of Trustees meetings, as required.
- Liaison to Dixie State College Academic Trustee Liaison Committee.
- Provide program support at Regent, CAO meetings as needed.
- Coordinate institutional responses to system-wide program development and program reviews.
- Other duties as assigned.

Minimum Qualifications:
- Master's Degree required, terminal degree preferred.
• Experience in higher education required.
• Previous post secondary faculty experience preferred.
• Experience in higher education program development and review desired.
• Must be detail oriented.
• Good communicating skills a must.
• Demonstrated knowledge of the Utah Higher Education processes, guidelines, and procedures
• Ability to exercise important human relations skills in establishing and maintaining effective working relationships with faculty and staff.

Terms of Contract: Part-time 0.74 FTE staff position. Salary is dependent upon experience and qualifications. No benefits

Application Procedures: Application review begins November 15, 2011, open until filled. Submit a Dixie State College application, cover letter, curriculum vitae, copies of transcript and contact information for three professional references (including email) to: Office of Human Resources, Dixie State College, 225 South 700 East, St. George, UT 84770 or fax them to 435-656-4001. For more information please call (435) 652-7520. Women and minorities are encouraged to apply. If, because of a disability, you need special services or facilities in order to apply for this opening, please call the Human Resources Office (435) 652-7520.

DSC is an Equal Opportunity/Affirmative Action employer. The College is firmly committed to non-discrimination and affirmative action and it is the policy of the College to strive to afford equal opportunity to qualified individuals, regardless of their religion, race, color, age, disability, gender, Vietnam or disabled veterans status or national origin and to conform to applicable laws and regulations.

About Dixie State College: Dixie State College is a state-supported four-year college of nearly 9,000 students that is continually expanding its educational offerings and programs. Dixie State College’s mission is to help students achieve their academic, career, and life goals, including goals related to basic skills, core content knowledge, and knowledge that broadens and enriches students’ lives. Earlier this year, the Utah State Board of Regents approved Dixie State College’s proposal to eventually attain University status.

About the Area: St. George, home of Dixie State College, is located 300 miles south of Salt Lake City and 110 miles northeast of Las Vegas, Nevada. With an area population of 75,000, St. George is a tourist magnet due to its proximity to such scenic wonders as Zion, Bryce and Grand Canyon National Parks, Cedar Breaks and Grand Staircase-Escalante National Monuments, and Lakes Powell and Mead. For more information on the area visit: http://www.utahstgeorge.com/