

15-16

# Position Descriptions Manual

For 2015-2016 Academic Year

This document contains position descriptions for the faculty and staff of Living University.

President's Office Living University September 8, 2015



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### **Campus Business Hours**

Living University administrative offices are open daily from 8:30 a.m. to 12:00 noon and 1:00 to 5:00 p.m. Monday through Thursday and from 8:30 a.m. to 12:00 noon and 1:00 to 4:00 p.m. Friday. The offices are closed on Saturdays and other times as set forth on the University calendar.

### **Nondiscrimination Statement**

Living University admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the University.

The University does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other college-administered programs. The University does not discriminate in employment matters against an individual because of race, color, disability, national origin, or age except as exempted or permitted by law.

Inquiries concerning all other nondiscrimination laws may be referred to the Dean of Faculty; the campus officer assigned the administrative responsibility for reviewing such matters.

### **Changes in this Document**

This publication is not a contract or offer to contract. The Board of Regents, University executive officers, and their agents, reserve the right to change information herein without notice when circumstances warrant such action.

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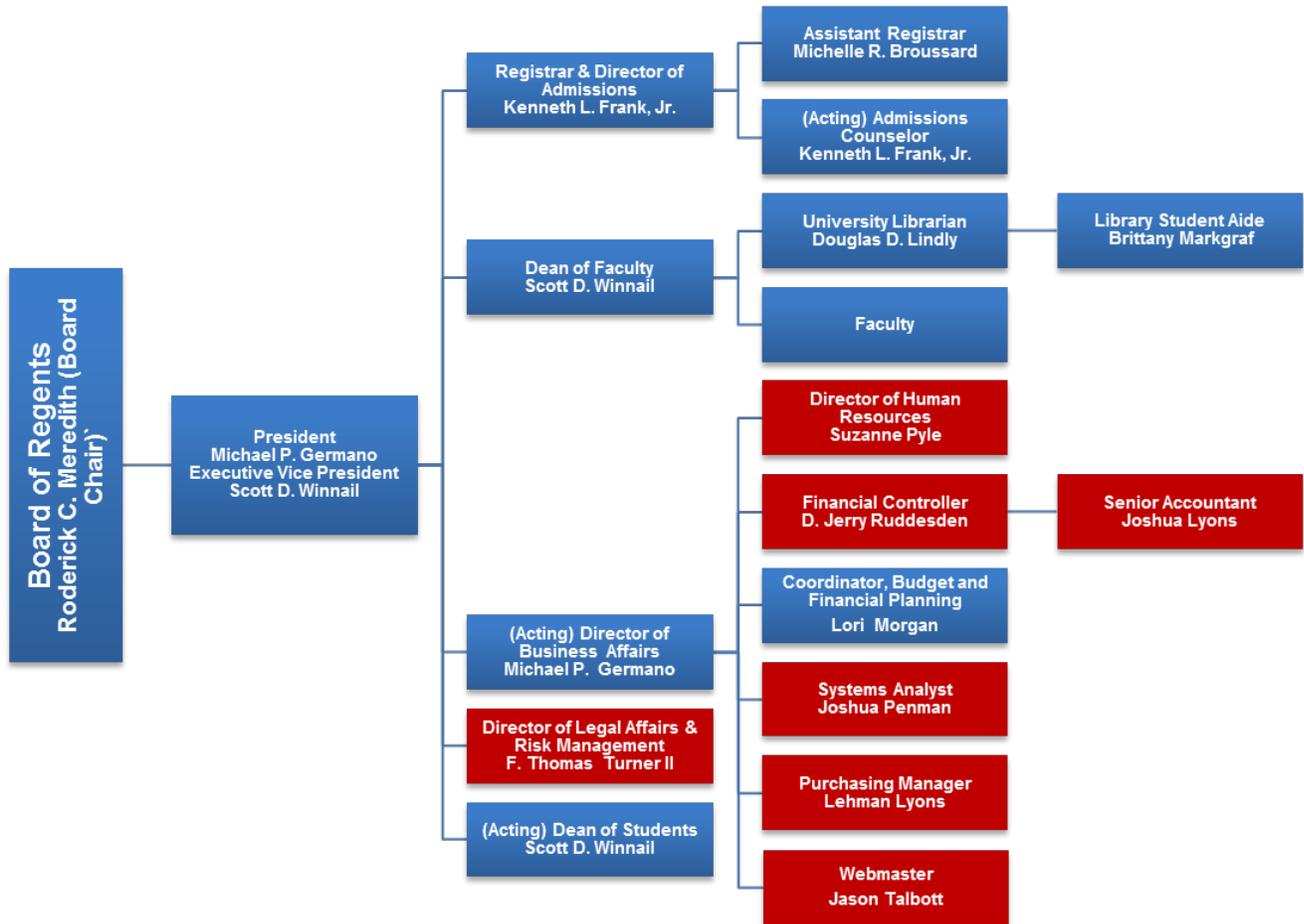
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## Living University Organization Chart 2015-2016



Red boxes indicate quasi-staff who provide these services for the University. They are employees of the Living Church of God (International), Inc. performing contracted services.



# Position Descriptions

<b>President of the University</b>					
<b>Sector:</b>	Executive Management	<b>Unit</b>	President's Office		
<b>Classification:</b>	Administrative [faculty] - Regular Appointment	<b>Effective Date</b>	February 1, 2013.		
<b>Reports to:</b>	Board of Regents	<b>Position #</b>	001	<b>FLSA Position Class:</b>	EXEMPT
<b>Statement of Primary Purpose</b>	<p>Responsible for the internal self-governance structure of the University including, but not limited to, the administration of academic affairs, institutional advancement, institutional research, business and financial affairs, and student services. The President shall monitor educational and financial performance, consulting with the Board in a timely manner on matters appropriate to its policy-making and fiduciary functions; lead the University to accomplish its mission and goals; serve as the Corporation's and the University's key spokesperson; control the institution's fund-raising activities exclusive of institution-related foundations that are independent and separately incorporated; have ultimate responsibility for, and exercise appropriate administrative and fiscal control over, the institution's intercollegiate athletics program; assign to University executive officers, administrative officers, faculty, and staff of the University powers, duties and responsibilities, and they shall be responsible to the President and the Board of Regents for the performance thereof, as well as for those powers, duties and responsibilities specifically vested in them by Statutes of the Board; exercise such other powers, duties and responsibilities as are delegated or assigned by the Board of Regents; and serve as an ex-officio, non-voting member of the Board and all Board Committees with only advisory privileges.</p>				
<b>Essential Functions:</b>	<p>The President, as the chief executive officer of the University is empowered to execute all documents and to exercise all executive and administrative powers necessary for the discharge of the office except such powers as are reserved to the Board of Regents. It shall be the responsibility of the President to keep the instruction, public service, and research programs and the organization of the University under critical scrutiny and review and, if demonstrable need for change in any area arises, initiate, after consultation with appropriate advisory bodies, such revisions, additions, or reorganizations as the situation calls for, subject to securing any necessary authority from the Board of Regents. The President shall be a member of the University Faculty and shall be its presiding officer, and an ex officio member of all the standing committees, divisions, and all university-wide councils within the President's jurisdiction. Except as reserved to the Board of Regents in its legislation, the President as the chief executive officer of the University has overall responsibility for the internal administrative structure of the University. The President shall cause a clear line of administrative responsibility and authority in the absence of the President to be published and distributed to the university community. The President shall function as the (Acting) Director of Business Affairs until another is appointed to that office.</p>				
<b>Additional Responsibilities:</b>	<b>General Responsibilities</b>				
	<ul style="list-style-type: none"> <li>• Assist in formulating Statutes (policies) for adoption by the Board of Regents;</li> <li>• Carry out approved Statutes governing the management of academic, business, student affairs, and other operations of the University delegating execution to administrative aides and heads of appropriate functional areas;</li> <li>• Direct the development, improvement, and evaluation of the statement of mission and scope for the University and recommend changes to the Board of Regents;</li> <li>• Develop and recommend budgets to the Board of Regents and control the allocation of university expenditures within the framework of budgets approved by the Board of Regents;</li> <li>• Devise and assume primary responsibility for the internal organization of the University administration, including but not limited to academic, business, and student affairs, and the development and management of the physical plant and auxiliary services;</li> <li>• Provide necessary leadership in educational development, such leadership to be consistent with</li> </ul>				

	<p>appropriate internal delegation of policy responsibility to the faculty and other advisory groups, with encouragement of advice from these groups whenever delegation is not appropriate;</p> <ul style="list-style-type: none"> <li>• Appoint all academic and nonacademic (staff) personnel pursuant to, and within the, limitation of powers delegated by the Board of Regents;</li> <li>• Inform the Board of Regents of all matters important to operation, management, control, and maintenance;</li> <li>• Cooperate with the Board of Regents in the periodic evaluation of the President's own effectiveness;</li> <li>• Represent the University in its relationship to external agencies in local, state and federal government;</li> <li>• Assume primary responsibility for the external relations activities of institutional advancement including but not limited to fund raising and alumni relations; and</li> <li>• Provide initial and continuing support and leadership in the planning process and in the development of the Strategic Long-Range Plan and assessment processes.</li> </ul>
	<p align="center"><b>Core Values Responsibilities</b></p>
	<ul style="list-style-type: none"> <li>• Learns new guidelines and processes in performing duties and advising students;</li> <li>• Creates a learning environment consistent with the university's core values of leadership, service, commitment, integrity, excellence, culture, and innovation;</li> <li>• Works toward operational excellence and the continuous improvement of processes;</li> <li>• Implements innovative strategies to meet the needs of students;</li> <li>• Interacts with co-workers and perform tasks with the highest level of integrity;</li> <li>• Works cooperatively with faculty, staff, students, to foster a values laden learning community; and</li> <li>• Promotes and supports LU's mission, vision, and values and promotes and supports coworkers in the most positive manner.</li> </ul>
	<p align="center"><b>Entrepreneurial Learning Responsibilities</b></p>
	<ul style="list-style-type: none"> <li>• Implements a team approach in the performance of tasks; work with others to analyze a situation, establish priorities, and apply resources for solving a problem or accomplishing a task;</li> <li>• Accepts responsibility for job performance and assigned tasks; exhibit individual behaviors that support the official goals and objectives of the University and its members;</li> <li>• Communicates with students, faculty, and staff in a professional and timely manner;</li> <li>• Approaches challenges as learning opportunities and implements strategies to reduce challenges;</li> <li>• Maximizes resources to process information; acquire, evaluate, organize, manage, interpret, and communicate information to coworkers, faculty, staff, and students; and</li> <li>• Exhibits flexibility and receptivity to changing technologies, methods, processes, work environments, and organizational structure and practices.</li> </ul>
	<p align="center"><b>Strategic Planning Responsibilities</b></p>
	<ul style="list-style-type: none"> <li>• Financial Perspective: Maximizes use of funds by efficiently managing current funds and enable new areas of growth and expansion.</li> <li>• Client Perspective: Works with internal partners to share information and improve processes; work with external partners and students to eliminate operational redundancies, improve accuracy, timely processing and lower costs; establish value-based partnerships with students and external partners.</li> <li>• Internal Perspective: Establishes new services, research opportunities, enhances processes, captures client information, tracks performance; supports new and existing services, continually improves processes, and creates flexible infrastructure.</li> <li>• Learning and Growing Perspective: Evaluates skill requirements; implements knowledge-sharing technologies; and develops a culture of accountability and appreciation.</li> </ul>
<b>Qualifications:</b>	An earned doctorate from a regionally accredited institution and at least ten years of college and/or university teaching and administrative experience.
<b>Licensing Requirement:</b>	Only as required by accrediting agencies or in disciplines regulated by licensure authority.
<b>Physical Demands:</b>	Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.
<b>Working Conditions:</b>	Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements.
<b>Hazard Assessment:</b>	Little risk of hazard to physical or mental health.
<b>Personal Protective Equipment:</b>	None.
This position description covers the most essential functions and duties associated with this position.	

## Executive Vice President and Dean of Faculty

<b>Sector:</b>	Academic and Student Affairs	<b>Unit</b>	Academic and Student Affairs		
<b>Classification:</b>	Administrative [faculty] - Regular Appointment	<b>Effective Date</b>	February 1, 2014.		
<b>Reports to:</b>	President of the University	<b>Position #</b>	002	<b>FLSA Position Class:</b>	EXEMPT
<b>Statement of Primary Purpose</b>	Responsible for matters pertaining to the administration of academic and student affairs including the direction and coordination of the academic program, student welfare and student conduct.				
<b>Essential Functions:</b>	The primary role of the Executive Vice President and Dean of Faculty is as the chief academic and student affairs officer of the University accountable for developing and recommending policies and oversight of the management, development and evaluation of the university's academic and student affairs programs. The Executive Vice President ensures that academic and student affairs programs comply with the requirements of external accrediting and licensure agencies. The Executive Vice President is the president's deputy in all matters related to the operation of the University and acts in the president's stead in the President's absence. The Executive Vice President shall function as the (Acting) Dean of Students until another is appointed to that office.				
<b>Additional Responsibilities:</b>	<b>General Responsibilities</b>				
	<ul style="list-style-type: none"> <li>• Encourages and assists faculty in the periodic evaluation, assessment, and planning of program functions and fostering the development and implementation of long-range objectives, goals, and plans;</li> <li>• Provides leadership, expertise and coordination for university-wide learning activities;</li> <li>• Assists faculty in the selection, development and use of technology to enhance teaching and learning in blended and distance learning environments and in adapting existing courses to Web-based or interactive video environments;</li> <li>• Teaches courses in departmental programs;</li> <li>• Recruits faculty for onsite and distance learning courses;</li> <li>• Represents the institution to various local, regional, and national distance education and educational communities;</li> <li>• Develops and maintains professional relationships and may serve as a spokesperson within the University and the community with agencies, businesses, and organizations essential to the University's mission;</li> <li>• Provides leadership to uphold the standards and criteria set forth by the accrediting agencies that impact the University's academic and professional programs;</li> <li>• Serves on faculty, university and/or external committees as appropriate;</li> <li>• Supports and encourages university-sponsored activities; and</li> <li>• Performs other duties and responsibilities as required.</li> </ul>				
	<b>Core Values Responsibilities</b>				
	<ul style="list-style-type: none"> <li>• Learns new guidelines and processes in performing duties and advising students;</li> <li>• Creates a learning environment consistent with the university's core values of leadership, service, commitment, integrity, excellence, culture, and innovation;</li> <li>• Works toward operational excellence and the continuous improvement of processes;</li> <li>• Implements innovative strategies to meet the needs of students;</li> <li>• Interacts with co-workers and perform tasks with the highest level of integrity;</li> <li>• Works cooperatively with faculty, staff, students, to foster a values laden learning community; and</li> <li>• Promotes and supports LU's mission, vision, and values and promotes and supports coworkers in the most positive manner.</li> </ul>				
	<b>Entrepreneurial Learning Responsibilities</b>				
	<ul style="list-style-type: none"> <li>• Implements a team approach in the performance of tasks; work with others to analyze a situation, establish priorities, and apply resources for solving a problem or accomplishing a task;</li> <li>• Accepts responsibility for job performance and assigned tasks; exhibit individual behaviors that support the official goals and objectives of the University and its members;</li> </ul>				

	<ul style="list-style-type: none"> <li>• Communicates with students, faculty, and staff in a professional and timely manner;</li> <li>• Approaches challenges as learning opportunities and implements strategies to reduce challenges;</li> <li>• Maximizes resources to process information; acquire, evaluate, organize, manage, interpret, and communicate information to coworkers, faculty, staff, and students; and</li> <li>• Exhibits flexibility and receptivity to changing technologies, methods, processes, work environments, and organizational structure and practices.</li> </ul>
	<p align="center"><b>Strategic Planning Responsibilities</b></p>
	<ul style="list-style-type: none"> <li>• Financial Perspective: Maximizes use of funds by efficiently managing current funds and enable new areas of growth and expansion.</li> <li>• Client Perspective: Works with internal partners to share information and improve processes; work with external partners and students to eliminate operational redundancies, improve accuracy, timely processing and lower costs; establish value-based partnerships with students and external partners.</li> <li>• Internal Perspective: Establishes new services, research opportunities, enhances processes, captures client information, tracks performance; supports new and existing services, continually improves processes, and creates flexible infrastructure.</li> <li>• Learning and Growing Perspective: Evaluates skill requirements; implements knowledge-sharing technologies; and develops a culture of accountability and appreciation.</li> </ul>
<b>Qualifications:</b>	An earned doctorate from a regionally accredited institution and at least five years of college and/or university teaching experience.
<b>Licensing Requirement:</b>	Only as required by accrediting agencies or in disciplines regulated by licensure authority such as the North Carolina State Board of Nursing.
<b>Physical Demands:</b>	Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.
<b>Working Conditions:</b>	Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements.
<b>Hazard Assessment:</b>	Little risk of hazard to physical or mental health.
<b>Personal Protective Equipment:</b>	None.
<p align="center">This position description covers the most essential functions and duties associated with this position. The President of the University may assign additional duties. The University reserves the right to alter duties, responsibilities, conditions, working hours, and job title with or without notice.</p>	

<b>University Librarian (Part-time)</b>					
<b>Program:</b>	Libraries	<b>Department:</b>	Library Services		
<b>Classification:</b>	Administrative [faculty] - Special Appointment	<b>Effective Date:</b>	July 1, 2014		
<b>Reports to:</b>	Dean of Faculty	<b>Position Number:</b>	050	<b>Position Class</b>	EXEMPT
<b>Statement of Primary Purpose:</b>	Responsible for planning and administering a program of library and related academic support services.				
<b>Essential Functions:</b>	The University Librarian, who is granted academic rank as a designated administrator, is responsible for the direction, planning and focus for the University Library and administering a program of library and related academic support services.				
	<b>General Responsibilities</b>				
	<ul style="list-style-type: none"> <li>Oversees all aspects of library services including collection development, cataloging and processing, circulation, electronic resources, reference and instruction, and associated services that support the mission of the library;</li> <li>Coordinates and delivers in-class, curriculum integrated and one-on-one information literacy instruction to students and faculty;</li> <li>Delivers face-to-face and electronic reference, research and help desk assistance to students and faculty;</li> <li>Coordinates with faculty and staff to acquire, catalog, promote and develop library collections both in print and electronic formats to assure a current and effective library for the students;</li> <li>Develops and coordinates promotion of the Library to the campus community: students, faculty, staff and remote/distance learners;</li> <li>Trains assistants in the use of traditional and electronic resources using a variety of methods and media;</li> <li>Represents the institution to various local, regional, and national distance education and educational communities;</li> <li>Develops and maintains professional relationships and may serve as a spokesperson within the University and the community with agencies, businesses, and organizations essential to the University's mission;</li> <li>Serves on faculty, university and/or external committees as appropriate.</li> <li>Performs other duties and responsibilities as required.</li> </ul>				
	<b>Core Values Responsibilities</b>				
	<ul style="list-style-type: none"> <li>Learns new guidelines and processes in performing duties;</li> <li>Maintains a learning environment consistent with the university's core values of leadership, service, commitment, integrity, excellence, culture, and innovation;</li> <li>Works toward operational excellence and the continuous improvement of processes;</li> <li>Implements innovative strategies to meet the needs of students;</li> <li>Interacts with co-workers and perform tasks with the highest level of integrity;</li> <li>Works cooperatively with faculty, staff, students, to foster a values laden learning community; and</li> <li>Promotes and supports LU's mission, vision, and values and promotes and supports coworkers in the most positive manner.</li> </ul>				
	<b>Entrepreneurial Learning Responsibilities</b>				
	<ul style="list-style-type: none"> <li>Implements a team approach in the performance of tasks; work with others to analyze a situation, establish priorities, and apply resources for solving a problem or accomplishing a task;</li> <li>Accepts responsibility for job performance and assigned tasks; exhibit individual behaviors that support the official goals and objectives of the University and its members;</li> <li>Communicates with students, faculty, and staff in a professional and timely manner;</li> <li>Approaches challenges as learning opportunities and implements strategies to reduce challenges;</li> <li>Maximizes resources to process information; acquire, evaluate, organize, manage, interpret, and communicate information to coworkers, faculty, staff, and students; and</li> <li>Exhibits flexibility and receptivity to changing technologies, methods, processes, work environments, and organizational structure and practices.</li> </ul>				

	<b>Strategic Planning Responsibilities</b>
<b>Additional Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Financial Perspective: Maximizes use of funds by efficiently managing current funds and enable new areas of growth and expansion.</li> <li>• Client Perspective: Works with internal partners to share information and improve processes; work with external partners and students to eliminate operational redundancies, improve accuracy, timely processing and lower costs; establish value-based partnerships with students and external partners.</li> <li>• Internal Perspective: Establishes new services, research opportunities, enhances processes, captures client information, tracks performance; supports new and existing services, continually improves processes, and creates flexible infrastructure.</li> <li>• Learning and Growing Perspective: Evaluates skill requirements; implements knowledge-sharing technologies; and develops a culture of accountability and appreciation.</li> </ul>
<b>Qualifications:</b>	A master's degree in Library Science and/or Information Science from an ALA-accredited program and at least three years of college and/or university library experience or the equivalent.
<b>Licensing Requirement:</b>	Only as required by accrediting agencies or in disciplines regulated by licensure.
<b>Physical Demands:</b>	Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.
<b>Working Conditions:</b>	Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements.
<b>Hazard Assessment:</b>	Little risk of hazard to physical or mental health.
<b>Personal Protective Equipment:</b>	None.
<p>This position description covers the most essential functions and duties associated with this position. The President may assign additional duties. The University reserves the right to alter duties, responsibilities, conditions, working hours, and job title with or without notice.</p>	

## Director of Business Affairs

<b>Sector:</b>	Business and Financial Affairs	<b>Unit</b>	Business Affairs and Planning		
<b>Classification:</b>	Administrative [faculty] - Regular Appointment	<b>Effective Date</b>	February 1, 2013.		
<b>Reports to:</b>	President of the University	<b>Position #</b>	020	<b>FLSA Position Class:</b>	EXEMPT
<b>Statement of Primary Purpose</b>	Responsible for planning and oversight of day-to-day operational and administrative matters pertaining to the administration of the business and fiscal affairs of the University.				
<b>Essential Functions:</b>	The Director of Business Affairs, who is granted academic rank as a designated administrator serving as the chief financial officer of the University, is accountable for developing and recommending policies and oversight of the management, development and evaluation of the University's business, financial, human resources, purchasing, auxiliary enterprise and information technology programs.				
<b>Additional Responsibilities:</b>	<b>General Responsibilities</b>				
	<ul style="list-style-type: none"> <li>• Plans, directs and maintains all unit budgets in accordance with allocation provisions budget policy and regulations for all fund types including revenues, scholarship, endowment funds and sponsored programs;</li> <li>• Develops or assists with the development of short and long range strategic plans;</li> <li>• Maintains internal control systems to assure integrity of financial transactions to prevent errors, omissions and possible fraudulent activity;</li> <li>• Prepares projections or forecasts of expenses in comparison to budget categories/line items to avoid deficits, optimize use of available funds, and adhere to approved budget parameters;</li> <li>• Uses systems to analyze, interpret and report on data;</li> <li>• Develops and/or generates ad-hoc reports for management and/or sponsoring agencies;</li> <li>• Provides financial reporting information to assist all levels of management in their planning and decision making;</li> <li>• Develops statistical analyses and reports outlining fiscal activities;</li> <li>• Assures budgetary compliance with University policies and procedures and those of sponsoring agencies;</li> <li>• Manages and reviews the procurement or purchasing processes for the University;</li> <li>• Serves on faculty, university and/or external committees as appropriate;</li> <li>• Oversees auxiliary activities;</li> <li>• Supports and encourages university-sponsored activities; and</li> <li>• Performs other duties and responsibilities as required.</li> </ul>				
	<b>Core Values Responsibilities</b>				
	<ul style="list-style-type: none"> <li>• Learns new guidelines and processes in performing duties and advising students;</li> <li>• Creates a learning environment consistent with the university's core values of leadership, service, commitment, integrity, excellence, culture, and innovation;</li> <li>• Works toward operational excellence and the continuous improvement of processes;</li> <li>• Implements innovative strategies to meet the needs of students;</li> <li>• Interacts with co-workers and perform tasks with the highest level of integrity;</li> <li>• Works cooperatively with faculty, staff, students, to foster a values laden learning community; and</li> <li>• Promotes and supports LU's mission, vision, and values and promotes and supports coworkers in the most positive manner.</li> </ul>				
	<b>Entrepreneurial Learning Responsibilities</b>				
	<ul style="list-style-type: none"> <li>• Implements a team approach in the performance of tasks; work with others to analyze a situation, establish priorities, and apply resources for solving a problem or accomplishing a task;</li> <li>• Accepts responsibility for job performance and assigned tasks; exhibit individual behaviors that support the official goals and objectives of the University and its members;</li> <li>• Communicates with students, faculty, and staff in a professional and timely manner;</li> <li>• Approaches challenges as learning opportunities and implements strategies to reduce challenges;</li> <li>• Maximizes resources to process information; acquire, evaluate, organize, manage, interpret, and communicate information to coworkers, faculty, staff, and students; and</li> <li>• Exhibits flexibility and receptivity to changing technologies, methods, processes, work environments, and organizational structure and practices.</li> </ul>				

	<b>Strategic Planning Responsibilities</b>
	<ul style="list-style-type: none"> <li>• Financial Perspective: Maximizes use of funds by efficiently managing current funds and enable new areas of growth and expansion.</li> <li>• Client Perspective: Works with internal partners to share information and improve processes; work with external partners and students to eliminate operational redundancies, improve accuracy, timely processing and lower costs; establish value-based partnerships with students and external partners.</li> <li>• Internal Perspective: Establishes new services, research opportunities, enhances processes, captures client information, tracks performance; supports new and existing services, continually improves processes, and creates flexible infrastructure.</li> <li>• Learning and Growing Perspective: Evaluates skill requirements; implements knowledge-sharing technologies; and develops a culture of accountability and appreciation.</li> </ul>
<b>Qualifications:</b>	An appropriate master's degree from a regionally accredited institution and at least five years of college and/or university administrative and/or managerial experience.
<b>Licensing Requirement:</b>	Only as required by accrediting agencies or in disciplines regulated by licensure authority.
<b>Physical Demands:</b>	Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.
<b>Working Conditions:</b>	Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements.
<b>Hazard Assessment:</b>	Little risk of hazard to physical or mental health.
<b>Personal Protective Equipment:</b>	None.
<p>This position description covers the most essential functions and duties associated with this position. The President may assign additional duties. The University reserves the right to alter duties, responsibilities, conditions, working hours, and job title with or without notice.</p>	

## Coordinator, Budget and Strategic Planning

<b>Sector:</b>	Business and Financial Affairs	<b>Unit</b>	Business Affairs and Planning		
<b>Classification:</b>	Administrative [staff] - Special Appointment	<b>Effective Date</b>	August 1, 2014.		
<b>Reports to:</b>	Director of Business Affairs	<b>Position #</b>	026	<b>FLSA Position Class:</b>	NONEXEMPT
<b>Statement of Primary Purpose</b>	The Coordinator, Budget and Financial Planning				
<b>Essential Functions:</b>	The Coordinator, Budget and Strategic Planning assists the Director of Business and Financial Affairs in developing, interpreting and delivering effectively structured support services with special responsibility for budgetary and strategic planning.				
<b>Additional Responsibilities:</b>	<b>General Responsibilities</b>				
	<ul style="list-style-type: none"> <li>Develop, implement, monitor, and review university-wide budget process including: creating budget calendar and worksheets, calculate and update budget fringe benefit tables, consolidate enrollments and associated budgets, creation of various budget scenarios based on information from senior management, develop training materials, create working budget development database, and monitor approved budget;</li> <li>Prepares and monitors budget including distribution of budget request packages, data analysis, processing of budget requests, and review and analysis of personnel planning;</li> <li>Conduct, investigate, and follow up on monthly budget variances including notification to cost center managers, recommendations for correction/identification of accounting entries, processing/approval of budget transfer requests;</li> <li>Strategic plan funding review, analysis, and monitoring for compliance with initiatives and report on success of initiatives;</li> <li>Update Strategic Long-Range Plan and template as required;</li> <li>Prepare analysis as requested;</li> <li>Provide management for the University Bookstore; and</li> <li>Performs other duties as assigned.</li> </ul>				
	<b>Core Values Responsibilities</b>				
	<ul style="list-style-type: none"> <li>Learns new guidelines and processes in performing duties and advising students;</li> <li>Creates a learning environment consistent with the university's core values of leadership, service, commitment, integrity, excellence, culture, and innovation;</li> <li>Works toward operational excellence and the continuous improvement of processes;</li> <li>Implements innovative strategies to meet the needs of students;</li> <li>Interacts with co-workers and perform tasks with the highest level of integrity;</li> <li>Works cooperatively with faculty, staff, students, to foster a values laden learning community; and</li> <li>Promotes and supports LU's mission, vision, and values and promotes and supports coworkers in the most positive manner.</li> </ul>				
	<b>Entrepreneurial Learning Responsibilities</b>				
<ul style="list-style-type: none"> <li>Implements a team approach in the performance of tasks; work with others to analyze a situation, establish priorities, and apply resources for solving a problem or accomplishing a task;</li> <li>Accepts responsibility for job performance and assigned tasks; exhibit individual behaviors that support the official goals and objectives of the University and its members;</li> <li>Communicates with students, faculty, and staff in a professional and timely manner;</li> <li>Approaches challenges as learning opportunities and implements strategies to reduce challenges;</li> <li>Maximizes resources to process information; acquire, evaluate, organize, manage, interpret, and communicate information to coworkers, faculty, staff, and students; and</li> <li>Exhibits flexibility and receptivity to changing technologies, methods, processes, work environments, and organizational structure and practices.</li> </ul>					
<b>Strategic Planning Responsibilities</b>					
<ul style="list-style-type: none"> <li>Financial Perspective: Maximizes use of funds by efficiently managing current funds and enable new areas of growth and expansion.</li> <li>Client Perspective: Works with internal partners to share information and improve processes; work with external partners and students to eliminate operational redundancies, improve accuracy, timely processing and lower costs; establish value-based partnerships with students and external partners.</li> </ul>					

	<ul style="list-style-type: none"> <li>• Internal Perspective: Establishes new services, research opportunities, enhances processes, captures client information, tracks performance; supports new and existing services, continually improves processes, and creates flexible infrastructure.</li> <li>• Learning and Growing Perspective: Evaluates skill requirements; implements knowledge-sharing technologies; and develops a culture of accountability and appreciation.</li> </ul>
<b>Qualifications:</b>	Master's degree with at least three years of related experience, or equivalent.
<b>Licensing Requirement:</b>	Only as required by accrediting agencies or in disciplines regulated by licensure authority.
<b>Physical Demands:</b>	Work is primarily, but not exclusively, in a climate controlled office with little to no exposure to environmental or work hazards. The position requires average agility and good physical condition. Ability to lift and carry moderately heavy materials weighing up to approximately 25 to 30 pounds. Work may require lifting, stooping, bending, stretching, walking, standing, pushing, pulling, and other physical exertion.
<b>Working Conditions:</b>	Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements.
<b>Hazard Assessment:</b>	Little risk of hazard to physical or mental health.
<b>Personal Protective Equipment:</b>	None.
<p>This position description covers the most essential functions and duties associated with this position. The President of the University may assign additional duties. The University reserves the right to alter duties, responsibilities, conditions, working hours, and job title with or without notice.</p>	

## Registrar and Director of Admissions

<b>Sector:</b>	Enrollment Management	<b>Unit</b>	Admissions, Registration and Records		
<b>Classification:</b>	Administrative [faculty] - Regular Appointment	<b>Effective Date</b>	February 1, 2013.		
<b>Reports to:</b>	President of the University	<b>Position #</b>	035	<b>FLSA Position Class:</b>	EXEMPT
<b>Statement of Primary Purpose</b>	The Registrar and Director of Admissions is responsible for the administration of all student admissions, student records and reporting, records processing, grade reporting, degree audit, and recruiting, as well as the storage, maintenance, and security of academic records.				
<b>Essential Functions:</b>	The Registrar and Director of Admissions, who is granted academic rank as a designated administrator, is responsible for developing, interpreting and delivering effectively structured academic support services such as admissions, registration, processing of grades, maintenance of student and course records, verification of student enrollment, certification of graduation, and production of transcripts and diplomas. The Registrar and Director of Admissions shall function as the (Acting) Admissions Counselor until another is appointed to that office.				
<b>Additional Responsibilities:</b>	<b>General Responsibilities</b>				
	<ul style="list-style-type: none"> <li>• Interprets and applies the laws and regulations of the state of North Carolina, the UNC General Administration, University policies and regulations, and other state and federal laws relating to admissions, residency, veterans, and immigration laws;</li> <li>• Develops and maintains standards and procedures for admissions and records; supervises the evaluation and certification of individual student records related to transfer to other educational institutions, athletic eligibility, and eligibility for benefits from various governmental agencies or programs;</li> <li>• Serves as functional head of the student record information system;</li> <li>• Assesses maintenance of student, course and program databases that are used by academic and administrative departments;</li> <li>• Protects the confidentiality of student academic records by enforcing the provisions of the Family Educational Rights and Privacy Act;</li> <li>• Assures the inclusion of all approved administrative changes, records and updates to the University catalog and class schedules;</li> <li>• Supervises the timely and accurate production of class schedules;</li> <li>• Facilitates the collection of data elements required by the state and federal government for various reports;</li> <li>• Plans, implements, evaluates, revises, and oversees admissions/registration processes and procedures for all students enrolled in the University including credit and non-credit;</li> <li>• Prepares timely and accurate reports as mandated by state and federal agencies;</li> <li>• Leads the recruiting and student outreach functions of the College;</li> <li>• Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees; and</li> <li>• Performs other duties as assigned.</li> </ul>				
	<b>Core Values Responsibilities</b>				
	<ul style="list-style-type: none"> <li>• Learns new guidelines and processes in performing duties and advising students;</li> <li>• Creates a learning environment consistent with the university's core values of leadership, service, commitment, integrity, excellence, culture, and innovation;</li> <li>• Works toward operational excellence and the continuous improvement of processes;</li> <li>• Implements innovative strategies to meet the needs of students;</li> <li>• Interacts with co-workers and perform tasks with the highest level of integrity;</li> <li>• Works cooperatively with faculty, staff, students, to foster a values laden learning community; and</li> <li>• Promotes and supports LU's mission, vision, and values and promotes and supports coworkers in the most positive manner.</li> </ul>				
	<b>Entrepreneurial Learning Responsibilities</b>				
	<ul style="list-style-type: none"> <li>• Implements a team approach in the performance of tasks; work with others to analyze a situation, establish priorities, and apply resources for solving a problem or accomplishing a task;</li> <li>• Accepts responsibility for job performance and assigned tasks; exhibit individual behaviors that support</li> </ul>				

	<p>the official goals and objectives of the University and its members;</p> <ul style="list-style-type: none"> <li>• Communicates with students, faculty, and staff in a professional and timely manner;</li> <li>• Approaches challenges as learning opportunities and implements strategies to reduce challenges;</li> <li>• Maximizes resources to process information; acquire, evaluate, organize, manage, interpret, and communicate information to coworkers, faculty, staff, and students; and</li> <li>• Exhibits flexibility and receptivity to changing technologies, methods, processes, work environments, and organizational structure and practices.</li> </ul>
	<p><b>Strategic Planning Responsibilities</b></p>
	<ul style="list-style-type: none"> <li>• Financial Perspective: Maximizes use of funds by efficiently managing current funds and enable new areas of growth and expansion.</li> <li>• Client Perspective: Works with internal partners to share information and improve processes; work with external partners and students to eliminate operational redundancies, improve accuracy, timely processing and lower costs; establish value-based partnerships with students and external partners.</li> <li>• Internal Perspective: Establishes new services, research opportunities, enhances processes, captures client information, tracks performance; supports new and existing services, continually improves processes, and creates flexible infrastructure.</li> <li>• Learning and Growing Perspective: Evaluates skill requirements; implements knowledge-sharing technologies; and develops a culture of accountability and appreciation.</li> </ul>
<b>Qualifications:</b>	Bachelor's degree with at least one year of admissions counseling and outreach experience, or equivalent. Ability to represent the admissions profession positively through a strong, student-centered ethic.
<b>Licensing Requirement:</b>	Only as required by accrediting agencies or in disciplines regulated by licensure authority such as the North Carolina State Board of Nursing.
<b>Physical Demands:</b>	Work is primarily, but not exclusively, in a climate controlled office with little to no exposure to environmental or work hazards. The position requires average agility and good physical condition. Ability to lift and carry moderately heavy materials weighing up to approximately 25 to 30 pounds. Work may require lifting, stooping, bending, stretching, walking, standing, pushing, pulling, and other physical exertion.
<b>Working Conditions:</b>	Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements.
<b>Hazard Assessment:</b>	Little risk of hazard to physical or mental health.
<b>Personal Protective Equipment:</b>	None.
<p>This position description covers the most essential functions and duties associated with this position. The President of the University may assign additional duties. The University reserves the right to alter duties, responsibilities, conditions, working hours, and job title with or without notice.</p>	

## Assistant Registrar

<b>Sector:</b>	Enrollment Management	<b>Unit</b>	Admissions, Registration and Records		
<b>Classification:</b>	Administrative [staff] - Regular Appointment	<b>Effective Date</b>	February 1, 2013.		
<b>Reports to:</b>	Registrar and Director of Admissions	<b>Position #</b>	037	<b>FLSA Position Class:</b>	NONEXEMPT
<b>Statement of Primary Purpose</b>	The Assistant Registrar is responsible as a paraprofessional to assist the Registrar and Director of Admissions with services to support the student enrollment process, prepare student records and enforce the college's policies and procedures for admissions.				
<b>Essential Functions:</b>	The Assistant Registrar assists the Registrar and Director of Admissions in developing, interpreting and delivering effectively structured academic support services such as admissions, registration, processing of grades, maintenance of student and course records, verification of student enrollment, certification of graduation, and production of transcripts and diplomas.				
<b>Additional Responsibilities:</b>	<b>General Responsibilities</b>				
	<ul style="list-style-type: none"> <li>Assists the Registrar and Director of Admissions with daily office responsibilities;</li> <li>Assists with training, scheduling and delegating work to the support staff;</li> <li>Assists staff in resolving complex residency, admissions and registration issues;</li> <li>Issues transcripts, grades and SSN changes;</li> <li>Compiles training materials for new staff members;</li> <li>Submits and maintains files in storage facility;</li> <li>Verifies enrollment for all students to include loan deferments, insurance forms, and background checks;</li> <li>Assists in locating archived files and/or transcripts through records and various reports;</li> <li>Grades papers and assists in course development and administration as called upon;</li> <li>Prepares and files state authorizations for fund raising solicitation;</li> <li>Provides functional lead/guidance over nonexempt staff and student workers; and</li> <li>Performs other duties as assigned.</li> </ul>				
	<b>Core Values Responsibilities</b>				
	<ul style="list-style-type: none"> <li>Learns new guidelines and processes in performing duties and advising students;</li> <li>Creates a learning environment consistent with the university's core values of leadership, service, commitment, integrity, excellence, culture, and innovation;</li> <li>Works toward operational excellence and the continuous improvement of processes;</li> <li>Implements innovative strategies to meet the needs of students;</li> <li>Interacts with co-workers and perform tasks with the highest level of integrity;</li> <li>Works cooperatively with faculty, staff, students, to foster a values laden learning community; and</li> <li>Promotes and supports LU's mission, vision, and values and promotes and supports coworkers in the most positive manner.</li> </ul>				
	<b>Entrepreneurial Learning Responsibilities</b>				
	<ul style="list-style-type: none"> <li>Implements a team approach in the performance of tasks; work with others to analyze a situation, establish priorities, and apply resources for solving a problem or accomplishing a task;</li> <li>Accepts responsibility for job performance and assigned tasks; exhibit individual behaviors that support the official goals and objectives of the University and its members;</li> <li>Communicates with students, faculty, and staff in a professional and timely manner;</li> <li>Approaches challenges as learning opportunities and implements strategies to reduce challenges;</li> <li>Maximizes resources to process information; acquire, evaluate, organize, manage, interpret, and communicate information to coworkers, faculty, staff, and students; and</li> <li>Exhibits flexibility and receptivity to changing technologies, methods, processes, work environments, and organizational structure and practices.</li> </ul>				
<b>Strategic Planning Responsibilities</b>					
<ul style="list-style-type: none"> <li>Financial Perspective: Maximizes use of funds by efficiently managing current funds and enable new areas of growth and expansion.</li> <li>Client Perspective: Works with internal partners to share information and improve processes; work with external partners and students to eliminate operational redundancies, improve accuracy, timely processing and lower costs; establish value-based partnerships with students and external partners.</li> </ul>					

	<ul style="list-style-type: none"> <li>• Internal Perspective: Establishes new services, research opportunities, enhances processes, captures client information, tracks performance; supports new and existing services, continually improves processes, and creates flexible infrastructure.</li> <li>• Learning and Growing Perspective: Evaluates skill requirements; implements knowledge-sharing technologies; and develops a culture of accountability and appreciation.</li> </ul>
<b>Qualifications:</b>	Associate degree with at least one year of admissions, registration and records experience, or equivalent.
<b>Licensing Requirement:</b>	Only as required by accrediting agencies or in disciplines regulated by licensure authority.
<b>Physical Demands:</b>	Work is primarily, but not exclusively, in a climate controlled office with little to no exposure to environmental or work hazards. The position requires average agility and good physical condition. Ability to lift and carry moderately heavy materials weighing up to approximately 25 to 30 pounds. Work may require lifting, stooping, bending, stretching, walking, standing, pushing, pulling, and other physical exertion.
<b>Working Conditions:</b>	Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements.
<b>Hazard Assessment:</b>	Little risk of hazard to physical or mental health.
<b>Personal Protective Equipment:</b>	None.
<p>This position description covers the most essential functions and duties associated with this position. The President of the University may assign additional duties. The University reserves the right to alter duties, responsibilities, conditions, working hours, and job title with or without notice.</p>	

## Admissions Counselor

<b>Sector:</b>	Enrollment Management	<b>Unit</b>	Admissions, Registration and Records		
<b>Classification:</b>	Administrative [faculty] - Regular Appointment	<b>Effective Date</b>	February 1, 2013.		
<b>Reports to:</b>	Registrar and Director of Admissions	<b>Position #</b>	038	<b>FLSA Position Class:</b>	EXEMPT
<b>Statement of Primary Purpose</b>	Responsible for recruiting and screening potential students.				
<b>Essential Functions:</b>	The Admissions Counselor, who is granted academic rank as a designated administrator, is responsible for counseling and guiding prospects through the admissions process, reviewing applications and conducting student interviews as well as planning and conducting campus tours, holding student orientations and maintaining admissions records and files.				
<b>Additional Responsibilities:</b>	<b>General Responsibilities</b>				
	<ul style="list-style-type: none"> <li>Represent the University both on- and off-campus to prospective students, parents, secondary school counselors and other individuals or organizations involved in the college selection process;</li> <li>Plan and implement recruitment activities including travel;</li> <li>Counsel prospective applicants on the admissions process and opportunities at the University. One-on-one admissions counseling to diverse populations is an important responsibility of this position. Admissions counseling occurs primarily by in-person appointments, phone calls and emails.</li> <li>Review and score application essays and other materials submitted by applicants for the purposes of making admission decisions.</li> <li>Coordinate and contribute to the success of various student visit programs designed to recruit targeted prospective applicants to the University;</li> <li>In close consultation with the Registrar and Director of Admissions manage ongoing strategic communications with high school and independent counselors, including email, print, and other media.</li> <li>Assist in the development and delivery of on-campus events and programs for counseling groups and individuals.</li> </ul>				
	<b>Core Values Responsibilities</b>				
	<ul style="list-style-type: none"> <li>Learns new guidelines and processes in performing duties and advising students;</li> <li>Creates a learning environment consistent with the university's core values of leadership, service, commitment, integrity, excellence, culture, and innovation;</li> <li>Works toward operational excellence and the continuous improvement of processes;</li> <li>Implements innovative strategies to meet the needs of students;</li> <li>Interacts with co-workers and perform tasks with the highest level of integrity;</li> <li>Works cooperatively with faculty, staff, students, to foster a values laden learning community; and</li> <li>Promotes and supports LU's mission, vision, and values and promotes and supports coworkers in the most positive manner.</li> </ul>				
	<b>Entrepreneurial Learning Responsibilities</b>				
	<ul style="list-style-type: none"> <li>Implements a team approach in the performance of tasks; work with others to analyze a situation, establish priorities, and apply resources for solving a problem or accomplishing a task;</li> <li>Accepts responsibility for job performance and assigned tasks; exhibit individual behaviors that support the official goals and objectives of the University and its members;</li> <li>Communicates with students, faculty, and staff in a professional and timely manner;</li> <li>Approaches challenges as learning opportunities and implements strategies to reduce challenges;</li> <li>Maximizes resources to process information; acquire, evaluate, organize, manage, interpret, and communicate information to coworkers, faculty, staff, and students; and</li> <li>Exhibits flexibility and receptivity to changing technologies, methods, processes, work environments, and organizational structure and practices.</li> </ul>				
	<b>Strategic Planning Responsibilities</b>				
	<ul style="list-style-type: none"> <li>Financial Perspective: Maximizes use of funds by efficiently managing current funds and enable new areas of growth and expansion.</li> <li>Client Perspective: Works with internal partners to share information and improve processes; work with external partners and students to eliminate operational redundancies, improve accuracy, timely processing and lower costs; establish value-based partnerships with students and external partners.</li> <li>Internal Perspective: Establishes new services, research opportunities, enhances processes, captures</li> </ul>				

	<p>client information, tracks performance; supports new and existing services, continually improves processes, and creates flexible infrastructure.</p> <ul style="list-style-type: none"> <li>• Learning and Growing Perspective: Evaluates skill requirements; implements knowledge-sharing technologies; and develops a culture of accountability and appreciation.</li> </ul>
<b>Qualifications:</b>	Bachelor's degree with at least one year of admissions counseling and outreach experience, or equivalent. Ability to represent the admissions profession positively through a strong, student-centered ethic.
<b>Licensing Requirement:</b>	Only as required by accrediting agencies or in disciplines regulated by licensure authority.
<b>Physical Demands:</b>	This position requires the ability to travel to remote locations and to load and transport admissions materials, displays and other equipment. Some evening and weekend hours required, especially during the travel season. Strong interpersonal and writing skills are necessary, including public speaking skills and the ability to present the University in a positive way to diverse populations.
<b>Working Conditions:</b>	Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements.
<b>Hazard Assessment:</b>	Little risk of hazard to physical or mental health.
<b>Personal Protective Equipment:</b>	None.
<p>This position description covers the most essential functions and duties associated with this position. The Registrar and Director of Admissions may assign additional duties. The University reserves the right to alter duties, responsibilities, conditions, working hours, and job title with or without notice.</p>	

Staff Librarian					
<b>Program:</b>	Libraries	<b>Department:</b>	Library Services		
<b>Classification:</b>	Librarian (Faculty)	<b>Effective Date:</b>	September 4, 2008.		
<b>Reports to:</b>	University Librarian	<b>Position Number:</b>	052	<b>FLSA Position Class:</b>	EXEMPT
<b>Statement of Primary Purpose:</b>	Responsible for providing library service in support of the University mission and scope.				
<b>Essential Functions:</b>	A librarian, who is granted academic rank, is responsible for providing professional librarian and learning resources services for students, faculty, staff of the University, making provisions for learning materials and services that support the programs, courses, educational services, and operations of the University and the information needs of the University community.				
<b>Additional Responsibilities:</b>	<b>General Responsibilities</b>				
	<ul style="list-style-type: none"> <li>Evaluates and selects materials for the University Library, including books, periodicals, audio-visual materials, and vertical file acquisitions;</li> <li>Cooperates with faculty in selecting materials and in planning for their effective use;</li> <li>Provides formal orientation and instruction in the use of the University Library;</li> <li>Encourages and promotes use of the University Library and its materials and services;</li> <li>Participates in the development and improvement of instructional methods, materials, and resources;</li> <li>Maintains appropriate records and reports on library and learning resources services utilization and effectiveness;</li> <li>Guides students, faculty, staff, and others in locating and using learning resource materials;</li> <li>Researches materials and compiles bibliographies;</li> <li>Provides Interlibrary Loan (ILL) services;</li> <li>Assists in student outcomes research and institutional evaluation and effectiveness measurement;</li> <li>Serves on faculty, university and/or external committees and task forces as appropriate;</li> <li>Attends Forums, Assemblies, and other convocations and participates in Commencement and other academic events and ceremonies;</li> <li>Assists in the development and implementation of the University's mission, goals, and strategic plan; and</li> <li>Performs other duties and responsibilities as required.</li> </ul>				
	<b>Core Values Responsibilities</b>				
	<ul style="list-style-type: none"> <li>Learns new guidelines and processes in performing duties;</li> <li>Maintains a learning environment consistent with the university's core values of leadership, service, commitment, integrity, excellence, culture, and innovation;</li> <li>Works toward operational excellence and the continuous improvement of processes;</li> <li>Implements innovative strategies to meet the needs of students;</li> <li>Interacts with co-workers and perform tasks with the highest level of integrity;</li> <li>Works cooperatively with faculty, staff, students, to foster a values laden learning community; and</li> <li>Promotes and supports LU's mission, vision, and values and promotes and supports coworkers in the most positive manner.</li> </ul>				
<b>Entrepreneurial Learning Responsibilities</b>					
<ul style="list-style-type: none"> <li>Implements a team approach in the performance of tasks; work with others to analyze a situation, establish priorities, and apply resources for solving a problem or accomplishing a task;</li> <li>Accepts responsibility for job performance and assigned tasks; exhibit individual behaviors that support the official goals and objectives of the University and its members;</li> <li>Communicates with students, faculty, and staff in a professional and timely manner;</li> <li>Approaches problems as learning opportunities and implements strategies to reduce problems;</li> <li>Maximizes resources to process information; acquire, evaluate, organize, manage, interpret, and communicate information to coworkers, faculty, staff, and students; and</li> <li>Exhibits flexibility and receptivity to changing technologies, methods, processes, work environments, and organizational structure and practices.</li> </ul>					

	Strategic Planning Responsibilities
	<ul style="list-style-type: none"> <li>• <b>Client Perspective:</b> Works with internal partners to share information and improve processes; work with external partners and students to eliminate operational redundancies, improve accuracy, timely processing and lower costs; establish value-based partnerships with students and external partners.</li> <li>• <b>Internal Perspective:</b> Establishes new services, research opportunities, enhances processes, captures client information, tracks performance; supports new and existing services, continually improves processes, and creates flexible infrastructure.</li> <li>• <b>Learning and Growing Perspective:</b> Evaluates skill requirements; implements knowledge-sharing technologies; and develops a culture of accountability and appreciation.</li> </ul>
<b>Qualifications:</b>	A master's degree in Library Science and/or Information Science from an ALA-accredited program.
<b>Licensing Requirement:</b>	Only as required by accrediting agencies or in disciplines regulated by licensure.
<b>Physical Demands:</b>	Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.
<b>Working Conditions:</b>	Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements.
<b>Hazard Assessment:</b>	Little risk of hazard to physical or mental health.
<b>Personal Protective Equipment:</b>	None.
<p>This position description covers the most essential functions and duties associated with this position. The President may assign additional duties. The University reserves the right to alter duties, responsibilities, conditions, working hours, and job title with or without notice.</p>	

Media Specialist					
<b>Program:</b>	Libraries	<b>Department:</b>	Library Services		
<b>Classification:</b>	Technical (Staff)	<b>Effective Date:</b>	September 4, 2008.		
<b>Reports to:</b>	University Librarian	<b>Position Number:</b>	054	<b>Position Class:</b>	NON-EXEMPT
<b>Statement of Primary Purpose:</b>	Provide technical and creative assistance with various video and multimedia production techniques and technologies to faculty, staff, and students.				
<b>Essential Functions:</b>	A media specialist, ranked academic rank, is responsible for management of all aspects of audio-visual services campus-wide and for assisting with catalog and database management in regard to audio-visual materials.				
<b>Additional Responsibilities</b>	<b>General Responsibilities</b>				
	<ul style="list-style-type: none"> <li>Assists faculty, staff and students with planning, designing, and producing PowerPoint presentations;</li> <li>Provides technical and creative support for multimedia production;</li> <li>Uses image scanning, video/audio capture and DVD/CD recording hardware and software;</li> <li>Responsible for video production and non-linear editing;</li> <li>Responsible for video recording and duplicating;</li> <li>Uses authoring software;</li> <li>Responsible for media equipment and set-ups;</li> <li>Serves on faculty, university and/or external committees and task forces as appropriate; and</li> <li>Performs other duties and responsibilities as required.</li> </ul>				
	<b>Core Values Responsibilities</b>				
	<ul style="list-style-type: none"> <li>Learns new guidelines and processes in performing duties;</li> <li>Maintains a learning environment consistent with the university's core values of leadership, service, commitment, integrity, excellence, culture, and innovation;</li> <li>Works toward operational excellence and the continuous improvement of processes;</li> <li>Implements innovative strategies to meet the needs of students;</li> <li>Interacts with co-workers and perform tasks with the highest level of integrity;</li> <li>Works cooperatively with faculty, staff, students, to foster a values laden learning community; and</li> <li>Promotes and supports LU's mission, vision, and values and promotes and supports coworkers in the most positive manner.</li> </ul>				
	<b>Entrepreneurial Learning Responsibilities</b>				
<ul style="list-style-type: none"> <li>Implements a team approach in the performance of tasks; work with others to analyze a situation, establish priorities, and apply resources for solving a problem or accomplishing a task;</li> <li>Accepts responsibility for job performance and assigned tasks; exhibit individual behaviors that support the official goals and objectives of the University and its members;</li> <li>Communicates with students, faculty, and staff in a professional and timely manner;</li> <li>Approaches problems as learning opportunities and implements strategies to reduce problems;</li> <li>Maximizes resources to process information; acquire, evaluate, organize, manage, interpret, and communicate information to coworkers, faculty, staff, and students; and</li> <li>Exhibits flexibility and receptivity to changing technologies, methods, processes, work environments, and organizational structure and practices.</li> </ul>					
<b>Strategic Planning Responsibilities</b>					
<ul style="list-style-type: none"> <li><b>Client Perspective:</b> Works with internal partners to share information and improve processes; work with external partners and students to eliminate operational redundancies, improve accuracy, timely processing and lower costs; establish value-based partnerships with students and external partners.</li> <li><b>Internal Perspective:</b> Establishes new services, research opportunities, enhances processes, captures client information, tracks performance; supports new and existing services, continually improves processes, and creates flexible infrastructure.</li> <li><b>Learning and Growing Perspective:</b> Evaluates skill requirements; implements knowledge-sharing technologies; and develops a culture of accountability and appreciation.</li> </ul>					

<b>Qualifications:</b>	A master's degree in instructional technology or the equivalent.
<b>Licensing Requirement:</b>	Only as required by accrediting agencies or in disciplines regulated by licensure.
<b>Physical Demands:</b>	Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.
<b>Working Conditions:</b>	Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements.
<b>Hazard Assessment:</b>	Little risk of hazard to physical or mental health.
<b>Personal Protective Equipment:</b>	None.
This position description covers the most essential functions and duties associated with this position. The President may assign additional duties. The University reserves the right to alter duties, responsibilities, conditions, working hours, and job title with or without notice.	

Para-Professional Library Staff					
<b>Program:</b>	Libraries	<b>Department:</b>	Library Services		
<b>Classification:</b>	Library Staff (Para-professional)	<b>Effective Date:</b>	September 4, 2008.		
<b>Reports to:</b>	A Professional Librarian	<b>Position Number:</b>	056	<b>Position Class:</b>	NON-EXEMPT
<b>Statement of Primary Purpose:</b>	Responsible for providing paraprofessional work in a university library.				
<b>Essential Functions:</b>	Assists the library staff in the proper utilization, operation, maintenance, and function of the library..				
<b>Additional Responsibilities</b>	<b>General Responsibilities</b>				
	<ul style="list-style-type: none"> <li>• May supervise a section or unit of the library under the direction of a professional librarian;</li> <li>• Prepares procedures manuals for the unit or section to which assigned;</li> <li>• Trains, supervises, and evaluates student workers as assigned;</li> <li>• Performs complex clerical and record keeping functions;</li> <li>• Performs support activities such as bookkeeping, compiling budget data, statistics, controlling supplies, handling mail, routing correspondence, preparing time schedules, etc.;</li> <li>• Assists in the acquisition of library materials;</li> <li>• Assists in the cataloging and classification of materials; and</li> <li>• Performs other duties and responsibilities as required.</li> </ul>				
	<b>Core Values Responsibilities</b>				
	<ul style="list-style-type: none"> <li>• Learns new guidelines and processes in performing duties;</li> <li>• Helps maintain a learning environment consistent with the university's core values of leadership, service, commitment, integrity, excellence, culture, and innovation;</li> <li>• Works toward operational excellence and the continuous improvement of processes;</li> <li>• Implements innovative strategies to meet the needs of students;</li> <li>• Interacts with co-workers and perform tasks with the highest level of integrity;</li> <li>• Works cooperatively with faculty, staff, students, to foster a values laden learning community; and</li> <li>• Promotes and supports LU's mission, vision, and values and promotes and supports coworkers in the most positive manner.</li> </ul>				
	<b>Entrepreneurial Learning Responsibilities</b>				
<ul style="list-style-type: none"> <li>• Accepts responsibility for job performance and assigned tasks; exhibit individual behaviors that support the official goals and objectives of the University and its members;</li> <li>• Communicates with others in a professional and timely manner;</li> <li>• Approaches problems as learning opportunities and implements strategies to reduce problems;</li> <li>• Maximizes resources to process information; acquire, evaluate, organize, manage, interpret, and communicate information to coworkers, faculty, staff, and students; and</li> <li>• Exhibits flexibility and receptivity to changing technologies, methods, processes, work environments, and organizational structure and practices.</li> </ul>					
<b>Strategic Planning Responsibilities</b>					
<ul style="list-style-type: none"> <li>• <b>Client Perspective:</b> Works with internal partners to share information and improve processes; work with external partners and students to eliminate operational redundancies, improve accuracy, timely processing and lower costs; establish value-based partnerships with students and external partners.</li> <li>• <b>Internal Perspective:</b> Establishes new services, research opportunities, enhances processes, captures client information, tracks performance; supports new and existing services, continually improves processes, and creates flexible infrastructure.</li> <li>• <b>Learning and Growing Perspective:</b> Evaluates skill requirements; implements knowledge-sharing technologies; and develops a culture of accountability and appreciation.</li> </ul>					
<b>Qualifications:</b>	Two (2) years of college-level study; or Associate degree with or without library technical assistant training; of postsecondary training in relevant skills.				
<b>Licensing Requirement:</b>	Only as required by accrediting agencies or in disciplines regulated by licensure.				

<b>Physical Demands:</b>	Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.
<b>Working Conditions:</b>	Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements.
<b>Hazard Assessment:</b>	Little risk of hazard to physical or mental health.
<b>Personal Protective Equipment:</b>	None.
This position description covers the most essential functions and duties associated with this position. The President may assign additional duties. The University reserves the right to alter duties, responsibilities, conditions, working hours, and job title with or without notice.	

## Faculty (Fulltime)

<b>Sector:</b>	Academic and Student Affairs	<b>Unit</b>			
<b>Classification:</b>	Instructional [faculty] - Regular Appointment	<b>Effective Date</b>	February 1, 2013.		
<b>Reports to:</b>	Department/division chair or team facilitator, sometimes a coordinator	<b>Position #</b>	065	<b>FLSA Position Class:</b>	EXEMPT
<b>Statement of Primary Purpose</b>	A part-time faculty member is responsible for instructing students on-campus, off-campus, on-line, and by web-enhanced courses in accordance with University policy and procedures.				
<b>Essential Functions:</b>	Primarily instruction and public service and those forms of research which promote and enhance the college's commitment to excellence in instruction and which supports the current needs of the students and faculty; advising students; maintaining office hours; assisting with registration; serving on University committees; developing curriculum; maintaining professional competence; and participating in professional development activities. The relationship of the faculty member to the student is one of leader, teacher, adviser and facilitator of learning.				
<b>Additional Responsibilities:</b>	<b>General Responsibilities</b>				
	<ul style="list-style-type: none"> <li>Maintains annually updated course syllabi and provides each student with a written statement of course requirements at the beginning of the semester including texts, course content and competencies and evaluation;</li> <li>Prepares course materials; use appropriate teaching techniques including delivering lectures, leading discussions and conducting laboratory demonstrations; and perform other activities, which are related to and meet the requirements of the courses;</li> <li>Conducts evaluations of student performance and assign grades on the basis of such evaluations;</li> <li>Maintains records of student attendance and grades according to University and state policy and procedure;</li> <li>Maintains posted office hours as required by University policy and procedure and be available for student conferences and tutoring;</li> <li>Responsible for the development and revision of course content, textbook/equipment selection, instructional materials and teaching assignments/scheduling;</li> <li>Responsible for administering student surveys in classes as prescribed by University procedure and discussing results with department/division chair or team facilitator, or coordinator;</li> <li>Participates in the development and implementation of articulation programs and agreements and promote student participation in such programs;</li> <li>Provides students with academic and career advisement and assistance in transferability as appropriate;</li> <li>Works with students and employers in occupational settings, on-the-job training, practicums, internships and similar work-related situations as needed;</li> <li>Maintains professional skills and subject expertise through continual study and research in discipline and through involvement in professional organizations;</li> <li>Donates academic expertise in the local, state or national community when appropriate to fulfill the community relations goals of the University;</li> <li>Serves on faculty committees as appropriate;</li> <li>Supports and encourages college-sponsored activities; and</li> <li>Performs other duties and responsibilities as required.</li> </ul>				
	<b>Core Values Responsibilities</b>				
	<ul style="list-style-type: none"> <li>Learns new guidelines and processes in performing duties and advising students;</li> <li>Creates a learning environment consistent with the university's core values of leadership, service, commitment, integrity, excellence, culture, and innovation;</li> <li>Works toward operational excellence and the continuous improvement of processes;</li> <li>Implements innovative strategies to meet the needs of students;</li> <li>Interacts with co-workers and perform tasks with the highest level of integrity;</li> <li>Works cooperatively with faculty, staff, students, to foster a values laden learning community; and</li> <li>Promotes and supports LU's mission, vision, and values and promotes and supports coworkers in the most positive manner.</li> </ul>				
<b>Entrepreneurial Learning Responsibilities</b>					
<ul style="list-style-type: none"> <li>Implements a team approach in the performance of tasks; work with others to analyze a situation, establish priorities, and apply resources for solving a problem or accomplishing a task;</li> <li>Accepts responsibility for job performance and assigned tasks; exhibit individual behaviors that support the official goals and objectives of the University and its members;</li> <li>Communicates with students, faculty, and staff in a professional and timely manner;</li> </ul>					

	<ul style="list-style-type: none"> <li>Approaches challenges as learning opportunities and implements strategies to reduce challenges;</li> <li>Maximizes resources to process information; acquire, evaluate, organize, manage, interpret, and communicate information to coworkers, faculty, staff, and students; and</li> <li>Exhibits flexibility and receptivity to changing technologies, methods, processes, work environments, and organizational structure and practices.</li> </ul>
	<b>Strategic Planning Responsibilities</b>
	<ul style="list-style-type: none"> <li>Financial Perspective: Maximizes use of funds by efficiently managing current funds and enable new areas of growth and expansion.</li> <li>Client Perspective: Works with internal partners to share information and improve processes; work with external partners and students to eliminate operational redundancies, improve accuracy, timely processing and lower costs; establish value-based partnerships with students and external partners.</li> <li>Internal Perspective: Establishes new services, research opportunities, enhances processes, captures client information, tracks performance; supports new and existing services, continually improves processes, and creates flexible infrastructure.</li> <li>Learning and Growing Perspective: Evaluates skill requirements; implements knowledge-sharing technologies; and develops a culture of accountability and appreciation.</li> </ul>
<b>Qualifications:</b>	LU seeks teaching professionals, who understand and endorse the comprehensive mission and philosophy of the University as a Christian institution of higher learning, who demonstrate innovation in teaching, and integrate technology into teaching. Minimum credential requirements for faculty are a doctoral or a master's degree in the teaching discipline or a master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
<b>Licensing Requirement:</b>	Only as required by accrediting agencies or in disciplines regulated by licensure authority.
<b>Physical Demands:</b>	Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.
<b>Working Conditions:</b>	Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements.
<b>Hazard Assessment:</b>	Little risk of hazard to physical or mental health.
<b>Personal Protective Equipment:</b>	None.
<p>This position description covers the most essential functions and duties associated with this position. The President or appropriate supervisory personnel may assign additional duties. The University reserves the right to alter duties, responsibilities, conditions, working hours, and job title with or without notice.</p>	

## Faculty (Part-time)

<b>Sector:</b>	Academic and Student Affairs	<b>Unit</b>			
<b>Classification:</b>	Instructional [faculty] - Special Appointment	<b>Effective Date</b>	February 1, 2013.		
<b>Reports to:</b>	Department/division chair or team facilitator, sometimes a coordinator	<b>Position #</b>	066	<b>FLSA Position Class:</b>	EXEMPT
<b>Statement of Primary Purpose</b>	A part-time faculty member is responsible for instructing students on-campus, off-campus, on-line, and by web-enhanced courses in accordance with University policy and procedures.				
<b>Essential Functions:</b>	Primarily instruction and public service and those forms of research which promote and enhance the college's commitment to excellence in instruction and which supports the current needs of the students and faculty; advising students; maintaining office hours; assisting with registration; serving on University committees; developing curriculum; maintaining professional competence; and participating in professional development activities. The relationship of the faculty member to the student is one of leader, teacher, adviser and facilitator of learning.				
<b>Additional Responsibilities:</b>	<p><b>General Responsibilities</b></p> <ul style="list-style-type: none"> <li>Maintains annually updated course syllabi and provides each student with a written statement of course requirements at the beginning of the semester including texts, course content and competencies and evaluation;</li> <li>Prepares course materials; use appropriate teaching techniques including delivering lectures, leading discussions and conducting laboratory demonstrations; and perform other activities, which are related to and meet the requirements of the courses;</li> <li>Conducts evaluations of student performance and assign grades on the basis of such evaluations;</li> <li>Maintains records of student attendance and grades according to University and state policy and procedure;</li> <li>Maintains posted office hours as required by University policy and procedure and be available for student conferences and tutoring;</li> <li>Responsible for the development and revision of course content, textbook/equipment selection, instructional materials and teaching assignments/scheduling;</li> <li>Responsible for administering student surveys in classes as prescribed by University procedure and discussing results with department/division chair or team facilitator, or coordinator;</li> <li>Participates in the development and implementation of articulation programs and agreements and promote student participation in such programs;</li> <li>Provides students with academic and career advisement and assistance in transferability as appropriate;</li> <li>Works with students and employers in occupational settings, on-the-job training, practicums, internships and similar work-related situations as needed;</li> <li>Maintains professional skills and subject expertise through continual study and research in discipline and through involvement in professional organizations;</li> <li>Donates academic expertise in the local, state or national community when appropriate to fulfill the community relations goals of the University;</li> <li>Serves on faculty committees as appropriate;</li> <li>Supports and encourages college-sponsored activities; and</li> <li>Performs other duties and responsibilities as required.</li> </ul> <p><b>Core Values Responsibilities</b></p> <ul style="list-style-type: none"> <li>Learns new guidelines and processes in performing duties and advising students;</li> <li>Creates a learning environment consistent with the university's core values of leadership, service, commitment, integrity, excellence, culture, and innovation;</li> <li>Works toward operational excellence and the continuous improvement of processes;</li> <li>Implements innovative strategies to meet the needs of students;</li> <li>Interacts with co-workers and perform tasks with the highest level of integrity;</li> <li>Works cooperatively with faculty, staff, students, to foster a values laden learning community; and</li> <li>Promotes and supports LU's mission, vision, and values and promotes and supports coworkers in the most positive manner.</li> </ul> <p><b>Entrepreneurial Learning Responsibilities</b></p> <ul style="list-style-type: none"> <li>Implements a team approach in the performance of tasks; work with others to analyze a situation, establish priorities, and apply resources for solving a problem or accomplishing a task;</li> <li>Accepts responsibility for job performance and assigned tasks; exhibit individual behaviors that support</li> </ul>				

	<p>the official goals and objectives of the University and its members;</p> <ul style="list-style-type: none"> <li>• Communicates with students, faculty, and staff in a professional and timely manner;</li> <li>• Approaches challenges as learning opportunities and implements strategies to reduce challenges;</li> <li>• Maximizes resources to process information; acquire, evaluate, organize, manage, interpret, and communicate information to coworkers, faculty, staff, and students; and</li> <li>• Exhibits flexibility and receptivity to changing technologies, methods, processes, work environments, and organizational structure and practices.</li> </ul>
	<p><b>Strategic Planning Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Financial Perspective: Maximizes use of funds by efficiently managing current funds and enable new areas of growth and expansion.</li> <li>• Client Perspective: Works with internal partners to share information and improve processes; work with external partners and students to eliminate operational redundancies, improve accuracy, timely processing and lower costs; establish value-based partnerships with students and external partners.</li> <li>• Internal Perspective: Establishes new services, research opportunities, enhances processes, captures client information, tracks performance; supports new and existing services, continually improves processes, and creates flexible infrastructure.</li> <li>• Learning and Growing Perspective: Evaluates skill requirements; implements knowledge-sharing technologies; and develops a culture of accountability and appreciation.</li> </ul>
<b>Qualifications:</b>	LU seeks teaching professionals, who understand and endorse the comprehensive mission and philosophy of the University as a Christian institution of higher learning, who demonstrate innovation in teaching, and integrate technology into teaching. Minimum credential requirements for faculty are a doctoral or a master's degree in the teaching discipline or a master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
<b>Licensing Requirement:</b>	Only as required by accrediting agencies or in disciplines regulated by licensure authority.
<b>Physical Demands:</b>	Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.
<b>Working Conditions:</b>	Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements.
<b>Hazard Assessment:</b>	Little risk of hazard to physical or mental health.
<b>Personal Protective Equipment:</b>	None.
<p>This position description covers the most essential functions and duties associated with this position. The President or appropriate supervisory personnel may assign additional duties. The University reserves the right to alter duties, responsibilities, conditions, working hours, and job title with or without notice.</p>	

## Library Student Aide

<b>Sector:</b>	Academic and Student Affairs	<b>Unit</b>	Library Services		
<b>Classification:</b>	Student (LU Student Work Program) – Special Appointment	<b>Effective Date</b>	February 1, 2013.		
<b>Reports to:</b>	Director of Library Services or other assigned professionals in the department	<b>Position #</b>	075	<b>FLSA Position Class:</b>	NONEXEMPT
<b>Statement of Primary Purpose</b>	Responsible for performing a wide variety of basic library services.				
<b>Essential Functions:</b>	Under general supervision ensures library materials are properly arranged, executes routine clerical tasks, and assists the library staff in a variety of library functions.				
<b>Additional Responsibilities:</b>	<p><b>General Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Charging, discharging, and renewing library material, inspects books and maintains records on library material in circulation;</li> <li>• Collecting fines and issuing receipts;</li> <li>• Putting reserve materials into the database;</li> <li>• Demonstrates the use of various machines in the facility such as copying, microfilm, facsimile, VCR's and computers;</li> <li>• Answers telephone, takes request and reserves books for faculty;</li> <li>• Shelves returned books, magazines, and other materials;</li> <li>• Straightens books and/or magazines and ensures that they are in proper order;</li> <li>• Doing some word processing and providing selected secretarial and clerical duties;</li> <li>• Takes Interlibrary Loan (ILL) requests, searches library location, prepares forms and sends out requests;</li> <li>• Assists students with researching the Internet, the on-line-catalog, and other electronic resources;</li> <li>• Providing reference assistance to students, faculty, and staff;</li> <li>• Files various items using standard filing rules; and</li> <li>• Performs other duties and responsibilities as required.</li> </ul> <p><b>Core Values Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Learns new guidelines and processes in performing duties and advising students;</li> <li>• Creates a learning environment consistent with the university's core values of leadership, service, commitment, integrity, excellence, culture, and innovation;</li> <li>• Works toward operational excellence and the continuous improvement of processes;</li> <li>• Implements innovative strategies to meet the needs of students;</li> <li>• Interacts with co-workers and perform tasks with the highest level of integrity;</li> <li>• Works cooperatively with faculty, staff, students, to foster a values laden learning community; and</li> <li>• Promotes and supports LU's mission, vision, and values and promotes and supports coworkers in the most positive manner.</li> </ul> <p><b>Entrepreneurial Learning Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Implements a team approach in the performance of tasks; work with others to analyze a situation, establish priorities, and apply resources for solving a problem or accomplishing a task;</li> <li>• Accepts responsibility for job performance and assigned tasks; exhibit individual behaviors that support the official goals and objectives of the University and its members;</li> <li>• Communicates with students, faculty, and staff in a professional and timely manner;</li> <li>• Approaches challenges as learning opportunities and implements strategies to reduce challenges;</li> <li>• Maximizes resources to process information; acquire, evaluate, organize, manage, interpret, and communicate information to coworkers, faculty, staff, and students; and</li> <li>• Exhibits flexibility and receptivity to changing technologies, methods, processes, work environments, and organizational structure and practices.</li> </ul> <p><b>Strategic Planning Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Financial Perspective: Maximizes use of funds by efficiently managing current funds and enable new areas of growth and expansion.</li> <li>• Client Perspective: Works with internal partners to share information and improve processes; work with external partners and students to eliminate operational redundancies, improve accuracy, timely processing and lower costs; establish value-based partnerships with students and external partners.</li> <li>• Internal Perspective: Establishes new services, research opportunities, enhances processes, captures client information, tracks performance; supports new and existing services, continually improves processes, and creates flexible infrastructure.</li> <li>• Learning and Growing Perspective: Evaluates skill requirements; implements knowledge-sharing technologies; and develops a culture of accountability and appreciation.</li> </ul>				

<b>Qualifications:</b>	Must be a participant in the LU student work program.
<b>Licensing Requirement:</b>	None.
<b>Physical Demands:</b>	Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.
<b>Working Conditions:</b>	Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements.
<b>Hazard Assessment:</b>	Little risk of hazard to physical or mental health.
<b>Personal Protective Equipment:</b>	None.
<p>This position description covers the most essential functions and duties associated with this position. The Director of Library Services or other assigned professionals in the department may assign additional duties. The University reserves the right to alter duties, responsibilities, conditions, working hours, and job title with or without notice.</p>	