



Fields will automatically expand as text is entered.

A position description (PD) describes the purpose, duties, decision making, working conditions (if position is outside of a typical office environment), and qualifications of the position. Required fields for new position descriptions are marked with an asterisk (\*). **If updating an existing position description, please complete only the fields that are changing.** Send the completed template to [position.descriptions@oregonstate.edu](mailto:position.descriptions@oregonstate.edu).

<b>Action Type*</b>	<input checked="" type="checkbox"/> Establish new position description for recruitment <input type="checkbox"/> Update existing position description for recruitment <input type="checkbox"/> Update existing position description (no recruitment)
<b>Position Number or Incumbent Name (Updates Only)</b>	
<b>Appointment Type</b>	Unclassified

<b>Justification for Short-Term (Temporary or Academic Wage) Appointment</b> Describe the circumstances necessitating this short-term, non-recurring position. Include the anticipated duration of the position.

<b>Hiring Unit Org</b>	<b>Hiring Unit Name*</b>
261000	College of Earth, Ocean, and Atmospheric Sciences

<b>Supervisor Name*</b>	Laurence Becker
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<b>Job Location (City, State)*</b>	Corvallis
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<b>FTE (Appointment %)*</b>	20%
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<b>Appointment Basis*</b>	12-month
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<b>Pay Method</b>	Salary
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<b>CLASSIFIED/TEMPORARY POSITIONS ONLY</b>	
<b>Classification Title</b>	
<b>Employment Category</b>	Choose an item.
<b>IT Competency Level (IT only)</b>	
<b>This position is deemed essential and the incumbent may be expected to report to work during inclement weather, emergency and other University work curtailments or closures.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>UNCLASSIFIED/ACADEMIC WAGE POSITIONS ONLY</b>
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<b>Rank/Position Title</b>	Coordinator-Academic Program
<b>Job Title/Working Title (Professional Faculty Only)</b>	Assistant Prog Dir, Env Sci
<b>Faculty Status</b>	Regular
<b>Tenure Status</b>	Choose an item.
<b>Will this position be filled on a temporary basis while a search is being conducted, or a reorganization is taking place?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Will this position be filled on a temporary basis to replace a regular employee on leave?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

<b>TENURE/TENURE-TRACK POSITIONS ONLY</b>	
<b>Tenure Appointment Basis*</b>	Choose an item.
<b>Tenure FTE*</b>	

<b>Position Summary*</b>
Briefly summarize the purpose position exists and its role in achieving program/project objectives. As appropriate, include information on the university, college, department/school, program, project, and position.
In the College of Earth, Ocean, and Atmospheric Sciences (CEOAS), the Assistant Program Director supports the Program Director in the functioning and health of the degree program. This position serves as the Assistant Program Director for the undergraduate degree program in Environmental Sciences. Reporting to the Program Director, the position assists with program management in the areas of curriculum development, enrollment, and student success.

<b>Decision Making/Guidelines*</b>
Identify the breadth and scope of decisions, the level of autonomy/authority and review, and any specific guidelines or reference materials used to make those decisions. As appropriate, include the result of failing to use guidelines or make appropriate decisions.
With oversight from the Program Director and input from the Environmental Science Undergraduate Program Advisory Council, Assistant Dean of Academic Programs and the Associate Dean for Undergraduate Programs, the Assistant Program Director makes operational decisions about curriculum, student success, and enrollment related activities.

<b>Position Duties*</b>
Describe the major or most important duties performed by this position. Be clear about both the overall function and specifics of work performed. Include the percentage (%) for each duty listed. <b>IMPORTANT: The percentage (%) for each duty must add up to a total of 100%.</b>
<b>40% - Program Administration and Support:</b> Organizes regular meetings of program Advisory Council. Coordinates with directors and advisors of partner programs within the College and other colleges, with Ecampus, Honors College and with other OSU campuses. Manages program assessment, including development and revision of learning outcomes, annual assessment of program learning outcomes, and tracking of assessment metrics. Plans outreach and recruitment events and coordinates program participation. Assists Student Services and Publishing in developing program outreach and marketing materials. As appropriate, represents the program on College and university committees and at college and university events. Deputizes for the Program Director as required.
<b>30% - Curriculum and Course Scheduling:</b> Assists the Program Director with managing and coordinating the academic program. Reviews, approves, and transmits course and program change proposals to Undergraduate Program Committee and ADUP. Maintains awareness of revisions and changes to curriculum at Faculty Senate, such as Bacc Core course review and assessment (including WIC), and with changes to Registrar policies.
<b>15% - Student Success:</b> Assists the Program Director and College Student Services in making students aware of extracurricular opportunities. Coordinates undergraduate research in conjunction with Experiential Learning Advisor. Manages undergraduate award

nominations and evaluations. Nominates students for relevant awards. Reviews undergraduate scholarship applications. Writes referrals and recommendations for students pursuing graduate school and/or internships.

**15% - Diversity, Equity and Inclusion:**

Promotes and enhances diversity. Supports educational equity in the activities of the program. Develops and coordinates activities that advance the participation of diverse groups and support diverse perspectives. Attend and speak with incoming students and their families at START events during summer. Assist the Program Director and academic advisers with the development and maintenance of relationships with precollegiate schools that have significant enrollment of ethnic groups underrepresented in environmental sciences.

**Minimum/Required Qualifications\***

List qualifications that any applicant must possess in order to perform the duties of the position.

Master of Science (M.S.) in Environmental Science, Geography, Natural Resources, or related field.

Faculty member in the College of Earth, Ocean, and Atmospheric Sciences with the rank of Instructor or above.

Experience teaching in an Environmental Sciences degree or related program.

Excellent communication and organizational skills.

A demonstrable commitment to promoting and enhancing diversity.

This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a criminal history check and be determined to be position qualified as per OSU Standard 576-055-0000 et seq. Incumbents are required to self-report convictions and those in youth programs may have additional criminal history checks every 24 months.

**Preferred Qualifications**

List qualifications that you prefer applicants possess, but are not required.

PhD in Environmental Science, Geography, Natural Resources, or related field.

Experience with interdisciplinary programs that engage with a variety academic units and colleges.

**Working Conditions/Work Schedule**

Briefly describe if outside a typical office environment. Include any physical requirements (e.g., lifting, working outdoors, extended periods of standing, traversing uneven/rugged terrain, work at sea, etc.), as well as any required schedules, non-standard hours (e.g., evening and/or weekend work), or travel.

Travel and evening/weekend work may occasionally be required.

**This position requires a clear and unambiguous commitment to compliance of all National Collegiate Athletic Association (NCAA) regulations for Division I (FBS) universities.**

Yes

No

**A demonstrable commitment to promoting and enhancing diversity is\*:**

Required

Preferred

**Supervisory/Lead Work Duties**

If this position has supervisory or lead work duties, provide the details below

Will this position supervise OR provide lead work?

Yes

No

Supervisory/Lead Work Responsibilities (check all that apply):	<input checked="" type="checkbox"/> None <input type="checkbox"/> Plans Work <input type="checkbox"/> Assigns Work <input type="checkbox"/> Approves Work <input type="checkbox"/> Disciplines/rewards <input type="checkbox"/> Responds to Grievances <input type="checkbox"/> Hires/Fires (or effectively recommends) <input type="checkbox"/> Prepares/signs performance evaluations/reviews
How many and what type of employees does this position provide supervision/lead work for? EXAMPLES: <ul style="list-style-type: none"> <li>• 2 student employees and 1 classified employee.</li> <li>• 1 graduate assistant, 2 classified employees, and 1 unclassified employee.</li> </ul>	

<b>Criminal History Check/Motor Vehicle History Check</b>	
All categories of Unclassified employees, Classified employees, Graduate Assistants, Student Employees, Volunteers, and Job Applicants may be subject to these checks.	
<ul style="list-style-type: none"> <li>• For more information, see the <a href="#">Criminal History Check policy</a> and the <a href="#">Motor Vehicle History Check policy</a>.</li> </ul>	
Does this position have any of the security-sensitive access listed?*(Select all that apply.)	
<ul style="list-style-type: none"> <li>• For additional guidance, see the <a href="#">Criminal History Check Crosswalk</a>.</li> <li><input type="checkbox"/> Has direct access to persons under 18 years of age or to student residence facilities because the person's work duties require the person to be present in the residence facility.</li> <li><input type="checkbox"/> Is providing information technology services and has control over, or access to, information technology systems that would allow the person to harm the information technology systems or the information contained in the systems.</li> <li><input type="checkbox"/> Has access to property where hazardous materials and other items controlled by state or federal laws or regulations are located.</li> <li><input type="checkbox"/> Has access to laboratories, nuclear facilities or utility plants to which access is restricted in order to protect the health or safety of the public.</li> <li><input type="checkbox"/> Has fiscal, financial aid, payroll or purchasing responsibilities as one of the person's primary responsibilities.</li> <li><input checked="" type="checkbox"/> Has access to personal information about employees or members of the public including Social Security numbers, dates of birth, driver license numbers, medical information, personal financial information or criminal background information.</li> <li><input type="checkbox"/> Has responsibility for the care, safety and security of animals.</li> <li><input type="checkbox"/> Driving is an essential function, this position must possess and maintain a current, valid driver's license and maintain a satisfactory driving record while serving in the position. (If driving only motor pool vehicles, not necessary to check.)</li> <li><input type="checkbox"/> *Designated Youth Program (appropriate access types must still be selected). Please see the <a href="#">OSU Safety of Minors Policy</a> for additional information.</li> </ul>	

<b>Proposed Salary Rate/Range</b>	
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<b>CLASSIFICATION &amp; COMPENSATION OFFICE USE ONLY</b>	
<b>Unclassified Codes (if applicable)</b>	
<b>FLSA Status*</b>	Choose an item.
<b>ECLS*</b>	
<b>Salary Rate/Range for Classification/Profile*</b>	

\* Required Field

<b>Minimum Qualifications to Consider at Veteran Application Review</b>	
<b>Additional Notes/Comments</b>	