



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 type="checkbox"/> Establish new position description for recruitment <input type="checkbox"/> Update existing position description for recruitment <input checked="" type="checkbox"/> Update existing position description (no recruitment)
<b>Position Number or Incumbent Name (Updates Only)</b>	C17797, Laurence Becker
<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>	Michael Harte
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<b>Job Location (City, State)*</b>	Corvallis
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<b>FTE (Appointment %)*</b>	30%
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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>	Administrator 2-Tenured Assoc Dir
<b>Job Title/Working Title (Professional Faculty Only)</b>	Prog Dir, Environmental Sci
<b>Faculty Status</b>	Regular
<b>Tenure Status</b>	Tenured Administrator
<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 Program Director serves in the primary administrative role with direct oversight of the functioning and health of the degree program. This position serves as the Program Director for the undergraduate degree program in Environmental Sciences. The incumbent provides program leadership and oversight in the areas of curriculum, enrollment, and student success; and manages program-specific foundation accounts and other funding.

<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 input from the Environmental Science Undergraduate Program Advisory Council, Assistant Director Undergraduate Environmental Sciences Program, Assistant Dean of Academic Programs (ADAP) and oversight from the Associate Dean for Undergraduate Programs (ADUP), the Program Director makes operational and strategic decisions about curriculum, student success, program evaluation, and use of program-specific foundation accounts and as appropriate, discretionary funds.

<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>30% - Program Leadership and Planning:</b> Provides vision for future direction of program and leads in strategic planning. Represents the academic program on the Undergraduate Program Committee. Organizes regular meetings of program Advisory Council. Leads periodic program reviews. Leads and coordinates program participation in outreach activities, and as appropriate representation at professional conferences. Seeks academic advising staff input to undergraduate degree and program. planning. Coordinates with directors and advisors of partner programs within the College and other colleges, with Ecampus, and with other OSU Campuses. Where appropriate, represents program and/or College on university committees. Represents the degree program at student ceremonies (CEOAS Awards ceremony and Commencement). Meets with Board of Advisors as appropriate.
<b>20% - Student Success:</b> Acts as first point-of-contact for student success for Environmental Science undergraduate students working in partnership with Student Services. Assists Student Services in making students aware of extracurricular opportunities. Works with Student Services to identify students with poor academic standing and assists with solutions and plans for improvement. Acts as first point of contact in student-faculty conflict and/or academic misconduct. Coordinates undergraduate research

in conjunction with Experiential Learning Advisor. Manages undergraduate award nominations and evaluations. Nominates students for relevant awards. Writes referrals and recommendations for students pursuing graduate school and/or internships.

**15% - Curriculum and Course Scheduling:**

Responsible for managing and coordinating the academic program. Leads curriculum development including evaluation of courses for inclusion in the degree. 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. Ensures that course articulation and schedule of classes provides viable paths for student progress in the Environmental Sciences degree. Working with the ADUP and ADAP, oversees and ensures effective program assessment, including development and revision of learning outcomes, annual assessment of program learning outcomes, and tracking of assessment metrics.

**15% - Admissions and Enrollment Management:**

Coordinates with Student Services, ADUP, ADAP and Ecampus on enrollment planning. Ensures that course articulation and schedule of classes provides viable paths for student progress in degree. Assists Student Services and Publishing in developing program outreach and marketing materials. Assists with planning for outreach and recruitment events and ensures program participation. As appropriate, reviews undergraduate scholarship applications.

**10% - Supervision,**

Supervises the Assistant Director of Undergraduate Environmental Science. As appropriate evaluates program faculty and works with faculty and/or their supervisors to address issues and improve teaching. As needed, reviews and provides comments on reports from Peer Review of Teaching committee.

**5% - Diversity, Equity and Inclusion:**

Promotes and enhances diversity. Creates and sustains educational equity in the activities of the program. Leads activities that advance the participation of diverse groups and support diverse perspectives.

**5% - Financial:**

Manages, directs, and forecasts spending of Foundation accounts relevant to program. As appropriate, manages discretionary budget for program including scholarships and awards. Ensures disbursement and coordination of research funding for undergraduates in collaboration with Experiential Learning Advisor and ADAP. Coordinates with Dean, Alumni Relations Director and Director of Development to develop new funds where appropriate.

**Minimum/Required Qualifications\***

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

Must be a tenured or tenure track faculty member in the College of Earth, Ocean, and Atmospheric Sciences with the rank of Associate Professor or above.

Direct experience teaching in the Environmental Sciences degree program and familiarity with program curriculum and programmatic requirements.

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

Experience mentoring diverse groups of undergraduate students.

Experience with curriculum/course design.

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.

Experience managing budgets.

Previous leadership experience in a university or other setting.

**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):

None

Plans Work

Assigns Work

Approves Work

Disciplines/rewards

Responds to Grievances

Hires/Fires (or effectively recommends)

Prepares/signs performance evaluations/reviews

How many and what type of employees does this position provide supervision/lead work for?

EXAMPLES:

- 2 student employees and 1 classified employee.
- 1 graduate assistant, 2 classified employees, and 1 unclassified employee.

1 Assistant Director

**Criminal History Check/Motor Vehicle History Check**

All categories of Unclassified employees, Classified employees, Graduate Assistants, Student Employees, Volunteers, and Job Applicants may be subject to these checks.

- For more information, see the [Criminal History Check policy](#) and the [Motor Vehicle History Check policy](#).

Does this position have any of the security-sensitive access listed?\* (Select all that apply.)

- For additional guidance, see the [Criminal History Check Crosswalk](#).

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.

- 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.
- Has access to property where hazardous materials and other items controlled by state or federal laws or regulations are located.
- 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.
- Has fiscal, financial aid, payroll or purchasing responsibilities as one of the person's primary responsibilities.
- 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.
- Has responsibility for the care, safety and security of animals.
- 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.)
- \*Designated Youth Program (appropriate access types must still be selected). Please see the [OSU Safety of Minors Policy](#) for additional information.

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

\* Required Field