

APPENDIX A

DRDCE STAFF POSITION DESCRIPTIONS

Using this document: The information in this appendix is intended for use in the hiring process for staff members in the PMU Division of Research Development and Continuing Education.

Summary of content: This appendix contains job descriptions for the various administrative and research staff members of the DRDCE. The positions described in this appendix are as follows:

LEADERSHIP

Director of Research Development and Continuing Education

RESEARCH

Supervisor, Scientific Research

Supervisor, Applied Research

Coordinator, Community Design Resource Center

Coordinator, Information Technology Resource Center

Coordinator, General Research Center

Research Staff Member, Community Design Resource Center

Research Staff Member, Information Technology Resource Center

Research Staff Member, General Research Center

Technical Staff Member, Community Design Resource Center

Technical Staff Member, Information Technology Resource Center

Technical Staff Member, General Research Center

CONTINUING EDUCATION

Supervisor of Continuing Education

Supervisor of the eLearning Center

Coordinator of the Executive MBA Program

Webmaster

Supervisor of the English Language Institute

Academic Coordinator of the English Language Institute

Administrative Coordinator of the English Language Institute

POSITION TITLE: DIRECTOR OF RESEARCH DEVELOPMENT AND CONTINUING EDUCATION

1. Position Purpose:

The Director of Research Development and Continuing Education provides leadership to the design, implementation, and evaluation of services related to research and life-long learning. Such services include continuing education, along with public and community service programs. The director also identifies and acquires external resources for the support of research and technology services activities.

The director maintains a close relationship with university administrators and faculty to develop and support a variety of research and learning programs related to their disciplines. This position also works closely with the Dean of the College of Business Administration and the Chair of Business Administration to deliver the Executive MBA Program to students.

2. Major Duties and Responsibilities:

- Takes responsibility for leadership in planning, developing, promoting, and implementing all fiscal, business and administrative aspects of research development and innovative continuing and professional education programs.
- Coordinates all activities relating to the research development and continuing education program on and off campus.
- Identifies external funding opportunities for the support of research and service activities.
- Identifies, selects and hires qualified faculty and staff.
- Designs, implements, and evaluates aggressive marketing strategies for the Executive MBA program.
- Develops corporate partnerships and represents divisional programs, including the Executive MBA program, to the public.
- Represents the Executive MBA Program to the public.
- Develops research development and technology services programs.
- Develops continuing education and professional outreach courses.
- Develops non-degree extended study programs.
- Creates professional development activities in support of various industry requirements.

- Conducts comprehensive and ongoing assessment of research development and continuing education programs.
- Provides leadership for the management of departmental staff.
- Coordinates strategic planning for all departmental services.
- Develops and manages the departmental budget.
- Coordinates and nurtures client relationships with diverse industry and academic partners; identifies research development and professional education program needs and opportunities within these organizations.
- Manages all aspects of fiscal, business and technology components of the department.
- Creates revenue and builds enrollment by successfully marketing of the university's research development and technology services programs as well as extension and continuing education offerings.
- Collaborates with the Vice Rector for Academic Affairs, Deans, other directors and PMU administrative officers to achieve the objectives of the university.

3. Reporting Line:

The Director of Research Development and Continuing Education reports directly to the Vice Rector for Academic Affairs.

4. Span of Control:

The Director of Research Development and Continuing Education oversees all budgets and staff of the department.

5. Qualifications:

- A minimum of a Master's degree (Ph.D. preferred) in a related field such as Adult Education or Engineering and Physical Sciences.
- 7-10 years experience in administration and management of a comparable unit / enterprise as the CRDCE in either academia and / or business.
- The ability to speak and write fluently in English.
- Demonstrated success working in an entrepreneurial environment.
- Ability to recruit and retain adult students.
- Ability to recruit and retain qualified professionals to conduct research, deliver technology services and deliver courses and outreach services.

- Ability to develop and administer adult research and technology services programs.
- Ability to develop and administer adult and professional education programs.
- Highly developed organizational skills.
- Commitment to and understanding of the adult learner and lifelong learning.
- Experience in obtaining government and commercial contracts and grants.

POSITION TITLE: SUPERVISOR, SCIENTIFIC RESEARCH

1. Position Purpose:

The Supervisor for Scientific Research oversees and is responsible for the general operation of the scientific research activities under the direct responsibility of the Division of Research Development and Continuing Education (DRDCE) and such other scientific research activities in coordination with the academic units of the university. The supervisor also oversees and is responsible for such Scientific Research Centers that may be created directly under the DRDCE. The supervisor works with the Director of the DRDCE in identifying and acquiring external resources for the support of research and service activities.

The supervisor works closely with the director in maintaining a close relationship with university administrators and faculty to coordinate the scientific research efforts in helping develop and support research and learning programs related to their disciplines.

2. Major Duties and Responsibilities:

- Develops operational policies for the Division of Scientific Research.
- Works closely with the faculty and administration to develop areas of focus for scientific research and related service.
- Manages and administers day-to-day activities of the division.
- Works collaboratively with PMU academic units to coordinate the division's use of academic laboratories and facilities for conducting externally funded research or technology services.
- Works with the local and regional private sector interests to establish appropriate funded programs and projects for the division, including appropriate centers once created.
- Works with the director in coordinating the division's research and technology services as they may be related to the continuing education programs on and off campus.
- Works with the director in helping develop strategic planning for the Division of Scientific Research.
- Provides support and advice as needed by the Director of the DRDCE.
- Performs such other duties as required by the Director of the DRDCE.

3. Reporting Line:

The Supervisor of Scientific Research reports directly to Director of Research Development and Continuing Education.

4. Span of Control:

The Supervisor of Scientific Research oversees the activities and staff of the Division of Scientific Research under the DRDC.

5. Qualifications:

- Minimum of a Master's degree in Science or Engineering (Ph.D. preferred) relevant to the academic programs of the PMU.
- The ability to speak and write fluently in English.
- Minimum of 7 to 10 years experience in a scientific research environment (academic or industrial).
- Demonstrated experience and ability to obtain research funding from various governmental or private sector agencies / sources.
- Organizational and administrative experience in overseeing major elements or divisions of research enterprises.
- The ability to interact and work closely with diverse groups and individuals in an academic and business environment.

POSITION TITLE: SUPERVISOR, APPLIED RESEARCH

1. Position Purpose:

The Supervisor for Applied Research oversees and is responsible for the general operation of the applied research activities under the direct responsibility of the Division of Research Development and Continuing Education (DRDCE) and other applied research activities in coordination with academic units of the university. The Supervisor for Applied Research also oversees and is responsible for the activities of the applied research and service centers, including the Community Design Resource Center, the Information Technology Resource Center, and the General Research Center. The supervisor works with the director and with academic leaders in the university's colleges in identifying and acquiring external resources for the support of applied research and service activities.

The supervisor works closely with the Director of the DRDCE in maintaining a close relationship with university administrators and faculty to coordinate the applied research efforts in helping develop and support research and learning programs related to their disciplines.

2. Major Duties and Responsibilities:

- Develops operational policies for the Division of Applied Research.
- In consultation with the academic units and administration of the university as well as appropriate representatives of the public and private sector, develops areas of focus for applied research and related service activities.
- Manages and administers day-to-day activities for the Division of Applied Research.
- Oversees and administers the laboratories and facilities of the Centers of Applied Research, including the Community Design Resource Center, the Information Technology Resource Center, and the General Research Center.
- Works with local and regional government and private sector interests to establish appropriate funded programs and projects for the division.
- Works with the Director of the DRDCE in coordinating all activities relating to the continuing education program on and off campus.
- Works with the director in helping develop strategic planning for the Division of Applied Research.

- Provides support and advice as needed by the Director of the DRDCE.
- Performs such other duties as required by the Director of the DRDCE.

3. Reporting Line:

The Supervisor of Applied Research reports directly to Director of Research Development and Continuing Education.

4. Span of Control:

The Supervisor of Applied Research oversees the activities and staff of the Division of Applied Research under the DRDCE.

5. Qualifications:

- Minimum of a Master's degree in Science or Engineering (Ph.D. preferred) relevant to the academic programs of the PMU.
- The ability to speak and write fluently in English.
- Minimum of 7 to 10 years experience in an engineering or technological research environment (academic or industrial).
- Organizational and administrative experience in overseeing major elements or divisions of applied research or technology enterprises.
- The ability to interact and work closely with diverse groups and individuals in an academic and business environment.

POSITION TITLE: COORDINATOR, COMMUNITY DESIGN RESOURCE CENTER

1. Position Purpose:

The Coordinator for Community Design Resource Center, under the joint direction of the Supervisor for Applied Research and the Chair of Interior Design, oversees and is responsible for the general operation of the Community Design Resource Center. The coordinator works with the supervisor and the chair in ensuring appropriate quality control of programs which provides students with work opportunities and which provides the community with design advice on small interior projects.

The coordinator maintains a close working relationship with the administration and faculty of the Department of Interior Design in support of appropriate research and learning programs. Depending on the size and scope of the center, this may be a dedicated, full-time position, or the coordinator may be a faculty member of the Department of Interior Design on partial release from teaching duties.

2. Major Duties and Responsibilities:

- Oversees and implements the operational policies for the Community Design Resource Center.
- Provides students with real-world projects in a professional design studio environment.
- Delivers to the surrounding community professional quality design assistance for small interior design projects.
- Manages the day-to-day activities for the center, overseeing the actual implementation of projects and programs.
- Oversees and administers the design studios and other facilities of the Community Design Resource Center.
- Works with and assists the Supervisor for Applied Research and the Chair of Interior Design in obtaining appropriate external funding for operations of the center.
- Works with the Supervisor for Applied Research and the Chair of Interior Design in coordinating the center's activities associated to continuing education projects on and off campus.
- Provides administrative and management support as needed by the Supervisor of Applied Research and the Chair of Interior Design.
- Performs such other appropriate duties as required by the Supervisor of Applied Research, the Chair of Interior Design, or the Director of Research Development and Continuing Education (DRDCE).

3. Reporting Line:

The Coordinator of the Community Design Center reports directly to Supervisor of Applied Research and works closely with the Chair of Interior Design.

4. Span of Control:

The coordinator oversees the activities and staff of the Community Design Resource Center.

5. Qualifications:

- Minimum of a Master's degree (Ph.D. preferred) in Interior Design or a related field.
- The ability to speak and write fluently in English.
- Minimum of 3 to 5 years experience in academic or industrial research or in a business environment related to interior design.
- Organizational and administrative experience in overseeing an academic or industrial unit of the size and complexity of the center.
- The ability to interact and work closely with diverse groups and individuals in an academic and business environment.

POSITION TITLE: COORDINATOR, INFORMATION TECHNOLOGY RESOURCE CENTER

1. Position Purpose:

The Coordinator for the Information Technology Resource Center, under the direction of the Supervisor for Applied Research and the Dean of the College of Information Technology, oversees and is responsible for the general operation of the Information Technology Resource. The coordinator works to ensure appropriate quality control of a program which provides students with work opportunities and which provides the community with advice and solutions for small technology projects.

The coordinator maintains a close working relationship with the administration and faculty of the College of Information Technology in support of appropriate learning and research programs. Depending on the size and scope of the center, this may be a dedicated, full-time position, or the coordinator may be a faculty member of the College of Information Technology on partial release from teaching duties.

2. Major Duties and Responsibilities:

- Oversees and implements the operational policies for the Information Technology Resource Center.
- Works to provide students with real-world projects in a professional technology environment.
- Delivers to the surrounding business community professional-quality advice and solutions for small technology projects.
- Manages the day-to-day activities for center, overseeing the actual implementation of projects and programs.
- Oversees and administers the laboratories and facilities of the Information Technology Resource Center.
- Works with and assists the Supervisor for Applied Research and the Dean of the College of Information Technology in obtaining appropriate external funding for operations of the center.
- Works with the Supervisor for Applied Research and the Dean of the College of Information Technology in coordinating the center's activities associated to continuing education projects on and off campus.
- Provides administrative and management support as needed by the Supervisor of Applied Research and the Dean of the College of Information Technology.

- Performs such other appropriate duties as required by the Supervisor of Applied Research, the Dean of the College of Information Technology, or the Director Division of Research Development and Continuing Education.

3. Reporting Line:

The Coordinator of the Information Technology Resource Center reports directly to Supervisor of Applied Research and works closely with the Dean of the College of Information Technology.

4. Span of Control:

The coordinator oversees the activities and staff of the Information Technology Resource Center.

5. Qualifications:

- Minimum of a Master's degree (Ph.D. preferred) in Information Technology, Computer Science, or Computer Engineering.
- The ability to speak and write fluently in English.
- Minimum of 3 to 5 years experience in a technological research (academic or industrial) or business environment related to Information Technology, Computer Science, or Computer Engineering.
- Organizational and administrative experience in overseeing an academic or industrial unit of the size and complexity of the center.
- The ability to interact and work closely with diverse groups and individuals in an academic and business environment.

POSITION TITLE: COORDINATOR, GENERAL RESEARCH CENTER

1. Position Purpose:

The Coordinator for the General Research Center, under the direction of the Supervisor for Applied Research, oversees and is responsible for the general operation of the General Research Center in coordination with the appropriate academic and applied research units of the university. The coordinator works with the Supervisor for Applied Research and the Director of Research Development and Continuing Education in ensuring appropriate quality control of the applied research, training, and technology service.

The coordinator works closely with the supervisor in maintaining a close relationship with appropriate university administrators and faculty to develop and support learning and research programs associated with general engineering and technology. Depending on the size and scope of the center, this may be a dedicated, full-time position, or the coordinator may be a faculty member of the College of Engineering on partial leave from teaching duties.

2. Major Duties and Responsibilities:

- Oversees and implements the operational policies for the General Research Center.
- In consultation with the Supervisor for Applied Research, develops areas of focus for applied research and related technical and academic service of the center.
- Manages day-to-day activities for the center, overseeing the actual implementation of projects and programs.
- Oversees and administers the laboratories and facilities of the General Research Center.
- Works with and assists the supervisor in obtaining appropriate external funding for research operations of the center.
- Works with the Supervisor for Applied Research and the Director of Research Development and Continuing Education in coordinating the center's activities associated with PMU continuing education programs on and off campus.
- Provides administrative and management support as needed by the Supervisor of Applied Research.
- Performs such other appropriate duties as required by the Supervisor of Applied Research or the Director of Research Development and Continuing Education.

3. Reporting Line:

The Coordinator of the Center reports directly to Supervisor of Applied Research. If a faculty member on release from teaching, the coordinator also works closely with the dean of the appropriate college.

4. Span of Control:

The coordinator oversees the activities and staff of the General Research Center.

5. Qualifications:

- Minimum of a Master's degree (Ph.D. preferred) in science, engineering, or a field relevant to the academic interests of the PMU.
- The ability to speak and write fluently in English.
- Minimum of 3 to 5 years experience in a technological research (academic or industrial) or in a business environment related to applied science, engineering, or technology.
- Organizational and administrative experience overseeing an academic or industrial unit of the size and complexity of the proposed center.
- The ability to interact and work closely with diverse groups and individuals in an academic and business environment.

POSITION TITLE: RESEARCH STAFF MEMBER, COMMUNITY DESIGN RESOURCE CENTER

1. Position Purpose:

The Research Staff Member for the Community Design Resource Center carries out research or design services as required in externally funded projects and such other duties as assigned by the coordinator. The Research Staff Member works with the Coordinator for the Community Design Resource Center in carrying out appropriate quality control of the applied services of the center.

The Research Staff Member works closely with the coordinator to help faculty and students to carry out learning programs associated with Interior Design and related subjects.

2. Major Duties and Responsibilities:

- Conducts studies, relevant research, and data collecting as required by the center.
- Provides reports and other documents as needed by the clients of the center.
- Under the direction of the coordinator, works on specific applied research and related academic design services of the center.
- Works with the coordinator in developing and providing input to new projects or tasks of the center.
- Works with faculty and students as appropriate in carrying out the services of the center.
- Works with the Coordinator of the Community Design Resource Center and the Supervisor for Applied Research in coordinating the center's activities associated with the continuing education program on and off campus.
- Performs other appropriate duties as required.

3. Reporting Line:

The Research Staff Member reports directly to Coordinator of the Community Design Resource Center.

4. Span of Control:

The Research Staff Member is charged with responsibilities for externally funded service projects as considered appropriate by the coordinator.

5. Qualifications:

- Minimum of Bachelor's Degree in Interior Design or other relevant field.
- The ability to speak and write fluently in English.
- Minimum of 3 to 5 years experience in an academic or industrial research or business environment related to Interior Design or related fields.
- The ability to interact and work closely with diverse groups and individuals in an academic and business environment.

**POSITION TITLE: RESEARCH STAFF MEMBER,
INFORMATION TECHNOLOGY RESOURCE CENTER**

1. Position Purpose:

The Research Staff Member carries out research or technology services as required in externally funded projects of the Information Technology Resource Center. This position works with the Coordinator for the Information Technology Resource Center to carry out appropriate quality control of the applied research, training, and technology services of the center.

The Research Staff Member works closely with the coordinator to support learning and research programs associated with Information Technology, Computer Science, Computer Engineering, and related subjects.

2. Major Duties and Responsibilities:

- Conducts studies, relevant research, and data collecting as required by the Information Technology Resource Center.
- Provides reports and other documents as needed by the clients of the center.
- Under the direction of the coordinator, works on specific applied research and related technical and academic services of the center.
- Works with the coordinator in developing and providing input to new projects or tasks of the center.
- Works with faculty and students as appropriate in carrying out research and technology services of the center.
- Works with the Coordinator of the Information Technology Resource Center and the Supervisor for Applied Research in coordinating the center's activities associated with continuing education programs on and off campus.
- Provides professional and technical support as needed by the coordinator.
- Performs other appropriate duties as required.

3. Reporting Line:

The Research Staff Member reports directly to Coordinator of the Information Technology Resource Center.

4. Span of Control:

The Research Staff Member is charged with responsibilities for externally funded service projects as considered appropriate by the coordinator.

5. Qualifications:

- Minimum of Bachelor's Degree in Information Technology, Computer Science, Computer Engineering, or other relevant field.
- The ability to speak and write fluently in English.
- Minimum of 3 to 5 years experience in technological research (academic or industrial) or a business environment related to Information Technology, Computer Science, or Computer Engineering.
- The ability to interact and work closely with diverse groups and individuals in an academic and business environment.

POSITION TITLE: RESEARCH STAFF MEMBER, GENERAL RESEARCH CENTER

1. Position Purpose:

The Research Staff Member for the General Research Center carries out research or technology services as required in externally funded projects of the General Research Center and other duties as assigned by the coordinator. The Research Staff Member works with the Coordinator for the General Research Center in carrying out appropriate quality control of the applied research, training and technology services of the center.

The Research Staff Member works closely with the coordinator to help faculty and students to carry out and support research and technology services associated with the academic areas of Civil, Mechanical, and Electrical Engineering and related subjects or such other areas as considered appropriate within the expertise of the administration, faculty or staff of the PMU.

2. Major Duties and Responsibilities:

- Conducts studies, relevant research, and data collecting as required by the center.
- Provides reports and other documents as needed by the clients of the center.
- Under the direction of the coordinator, works on specific applied research and related technical and academic services of the center.
- Works with the coordinator in developing and providing input to new projects or tasks of the center.
- Works with faculty and students as appropriate in carrying out research and technology service of the center.
- Works with the Coordinator of the General Research Center and the Supervisor for Applied Research in coordinating the center's activities associated to the continuing education program on and off campus.
- Performs other appropriate duties as required.

3. Reporting Line:

The Research Staff Member reports directly to Coordinator of the General Research Center.

4. Span of Control:

The Research Staff Member is charged with responsibilities for externally funded service projects as considered appropriate by the coordinator.

5. Qualifications:

- Minimum of a Bachelor's Degree in an appropriate engineering field (Mechanical, Electrical, Civil Engineering) or other field relevant to the academic interests of the PMU.
- The ability to speak and write fluently in English.
- Minimum of 3 to 5 years experience in technological research (academic or industrial) or a business environment related to Mechanical, Electrical, or Civil Engineering, or other fields relevant to the interests of the PMU.
- The ability to interact and work closely with diverse groups and individuals in an academic and business environment.

**POSITION TITLE: TECHNICAL STAFF MEMBER,
COMMUNITY DESIGN RESOURCE CENTER**

1. Position Purpose:

The Technical Staff Member for the Community Design Resource Center operates and maintains specialized equipment of the Community Design Resource Center and conducts other duties as assigned by the coordinator of the center. The Technical Staff Member works with the Coordinator for the Community Design Resource Center in carrying out appropriate quality control of the services of the center.

The Technical Staff Member works closely with the coordinator and center staff to help faculty and students to carry out learning programs associated with Interior Design and related subjects.

2. Major Duties and Responsibilities:

- Maintains and operates specialized equipment and facilities of the Community Design Resource Center.
- Under the direction of the coordinator, works on applied services of the center.
- Works with faculty and students in the use of the design studios and facilities of the Community Design Resource Center to carry out projects and provide interior design services to local businesses and individuals as needed.
- Works with the Coordinator of the Community Design Resource Center and the Supervisor for Applied Research in coordinating the center's continuing education activities on and off campus.
- Provides technical support as needed by the coordinator of the center.
- Performs other appropriate duties as required.

3. Reporting Line:

The Technical Staff Member reports directly to the Coordinator of the Community Design Resource Center.

4. Span of Control:

The Technical Staff Member is charged with responsibilities for equipment and facilities as considered appropriate by the Coordinator of the Community Design Resource Center.

5. Qualifications:

- Minimum of an Associate Degree (2 years of college level courses) with a Bachelor's Degree preferred in Interior Design.
- The ability to speak and write fluently in English.
- Minimum of 3 to 5 years experience in research (academic or industrial) or a business environment related to Interior Design or related fields.
- The ability to interact and work closely with diverse groups and individuals in an academic and business environment.

**POSITION TITLE: TECHNICAL STAFF MEMBER,
INFORMATION TECHNOLOGY RESOURCE CENTER**

1. Position Purpose:

The Technical Staff Member for the Information Technology Resource Center operates and maintains specialized equipment of the Information Technology Resource Center and conducts such other duties as assigned by the coordinator. This position works with the Coordinator for the Information Technology Resource Center and the Supervisor for Applied Research in carrying out appropriate quality control of the applied research, training and technology services of the center.

The Technical Staff Member works closely with the coordinator to help faculty and students to carry out learning and research programs associated with Information Technology, Computer Science, Computer Engineering, and related subjects.

2. Major Duties and Responsibilities:

- Maintains and operates specialized equipment and facilities of the Information Technology Resource Center.
- Under the direction of the coordinator, works on applied research and related technical and academic services of the center.
- Works with faculty and students in use of the laboratories and facilities of the center to carry out projects and provide technology services to local businesses as needed.
- Works with the Coordinator of the Information Technology Resource Center and the Supervisor for Applied Research in coordinating the center's continuing education activities on and off campus.
- Provides technical support as needed by the coordinator.
- Performs other appropriate duties as required.

3. Reporting Line:

The Technical Staff Member reports directly to Coordinator of the Information Technology Resource Center.

4. Span of Control:

The Technical Staff Member is charged with responsibilities for equipment and facilities as considered appropriate by the Coordinator of the Information Technology Resource Center.

5. Qualifications:

- Minimum of an Associate Degree (2 years of college level courses) with a Bachelor of Science preferred in Information Technology, Computer Science, or Computer Engineering.
- The ability to speak and write fluently in English.
- Minimum of 3 to 5 years experience in technological research (academic or industrial) or a business environment related to Information Technology, Computer Science, or Computer Engineering.
- The ability to interact and work closely with diverse groups and individuals in an academic and business environment.

POSITION TITLE: TECHNICAL STAFF MEMBER, GENERAL RESEARCH CENTER

1. Position Purpose:

The Technical Staff Member for the General Research Center operates and maintains specialized equipment of the General Research Center and conducts such other duties as assigned by the coordinator. The Technical Staff Member carries out appropriate quality control of the applied research, training, and technology services of the center.

The Technical Staff Member works closely with the Coordinator of the General Research Center and the center's staff to help faculty and students to carry out research and technology services associated with the academic areas of Civil, Mechanical, and Electrical Engineering or in other areas as considered appropriate within the expertise of the administration, faculty, or staff of the PMU.

2. Major Duties and Responsibilities:

- Maintains and operates specialized equipment and facilities of the General Research Center.
- Under the direction of the coordinator, works on applied research and related technical and academic services of the center.
- Works with faculty and students in use of the laboratories and facilities of the General Research Center to conduct experiments, gather data, and carry out analysis as needed.
- Works with the Coordinator of the General Research Center and the Supervisor for Applied Research in coordinating the center's activities associated to the continuing education program on and off campus.
- Provides technical support as needed by the coordinator of the center.
- Performs other appropriate duties as required.

3. Reporting Line:

The Technical Staff Member reports directly to Coordinator of the General Research Center.

4. Span of Control:

The Technical Staff Member is charged with responsibilities for equipment and facilities as considered appropriate by the Coordinator of the General Research Center.

5. Qualifications:

- Minimum of an Associate Degree (2 years of college level courses) with a Bachelor's Degree preferred in an appropriate engineering field (Mechanical, Electrical, or Civil Engineering).
- The ability to speak and write fluently in English.
- Minimum of 3 to 5 years experience in technological research (academic or industrial) or a business environment related to Mechanical, Electrical, or Civil Engineering or a related fields.
- The ability to interact and work closely with diverse groups and individuals in an academic and business environment.

POSITION TITLE: SUPERVISOR OF CONTINUING EDUCATION

1. Position Purpose:

The supervisor is responsible for managing the development and delivery of professional education courses in all areas of the Division of Continuing Education and Research Development outside eLearning and the English Language Institute. This position strives to meet learning needs identified in the community and the university and to provide a wide variety of course delivery options with flexible places and times.

2. Major Duties and Responsibilities:

- Takes responsibility for leadership in planning, developing, promoting, and implementing all fiscal, business and administrative aspects of innovative continuing and professional education programs.
- Coordinates all activities relating to the continuing education programs on and off campus.
- Identifies external partners and locations to house off-campus classes close to target populations.
- Assists in research and development of new program initiatives.
- Oversees all facets of student service to ensure high quality.
- Identifies, selects, and hires qualified faculty.
- Develops continuing education and professional outreach courses.
- Develops non-degree extended study programs.
- Creates professional development activities in support of various industry requirements.
- Conducts comprehensive and ongoing assessment of development and continuing education programs.
- Provides leadership for the management of departmental staff.
- Coordinates strategic planning for all departmental services.
- Develops and manages the departmental budget.
- Coordinates and nurture client relationships with diverse industry and academic partners. Identifies professional education program needs and opportunities within these organizations.
- Manages all aspects of fiscal, business and technology components of the department.

- Creates revenue and builds enrollment by successfully marketing the university's continuing education offerings.
- Collaborates with the Vice Rector for Academic Affairs, deans, other directors, faculty, and PMU administrative officers to achieve the objectives of the university.
- Performs additional duties as assigned by the Director of Division of Research Development and Continuing Education.

3. Reporting Line:

The Supervisor of Continuing Education reports directly to the Director of Research Development and Continuing Education.

4. Span of Control:

The Supervisor of Continuing Education oversees the total operation of Continuing Education including all budgets and staff of the department.

5. Qualifications:

- Master's Degree in a related field such as adult, continuing, or community education.
- The ability to speak and write fluently in English.
- Demonstrated success working in an entrepreneurial environment.
- Ability to recruit and retain adult students.
- Ability to recruit and retain qualified professionals to deliver courses and services.
- Ability to develop and administer adult and professional education programs.
- Highly developed organizational skills.
- Commitment to and understanding of the adult learner and lifelong learning.
- Experience in obtaining government and commercial contracts and grants.
- Experience working with a variety of community organizations and businesses considered helpful.
- Experience administrating educational programs in an academic setting considered desirable.

POSITION TITLE: SUPERVISOR OF THE eLEARNING CENTER

1. Position Purpose:

The Supervisor of the e-Learning Center develops and maintains a Web-based eLearning Center. Using experience in advanced Internet technologies, Internet marketing, and distance education, the supervisor promotes multiple products, services, and unique online access to education.

2. Major Duties and Responsibilities:

- Oversees the general operation of the eLearning Center.
- Maintains current information regarding vendors providing online course/program offerings.
- Plans, develops, promotes, and implements all fiscal, business, and administrative aspects of innovative continuing and professional education programs.
- Coordinates all activities relating to the eLearning Center courses and programs.
- Stays current with new technologies related to the Internet.
- Identifies, selects, and hires qualified staff.
- Designs, implements, and evaluates aggressive marketing strategies for online programs that meet community needs.
- Develops corporate partnerships and represent divisional programs that respond to corporate needs in the region.
- Represents the eLearning Center to the community.
- Develops professional online courses and programs with vendors and contractors or with interested and qualified PMU faculty.
- Maintains current knowledge of online technologies and sales strategies.
- Establishes online professional development activities in support of various industry requirements.
- Conducts comprehensive and ongoing assessment of development and online education programs.
- Provides leadership for the management of the eLearning Center.
- Coordinates strategic planning for all departmental services.
- Coordinates and nurture client relationships with diverse industry and academic partners; identify professional education program needs and opportunities within these organizations.

- Manages all aspects of fiscal, business, and technology components of the eLearning Center.
- Creates revenue and builds enrollment by successfully marketing the university's eLearning offerings.
- With the support of the Director of the Division of Research Development and Continuing Education (DRDCE), collaborates with deans, other directors, faculty, and PMU administrative officers to achieve the objectives of the university.
- Performs additional duties as assigned by the Director of the DRDCE.

3. Reporting Line:

The Supervisor of the eLearning Center reports directly to the Director of the Division of Research Development and Continuing Education.

4. Span of Control:

The Supervisor of the eLearning Center oversees overall aspects of the center, including operations, budgets, technology and staff.

5. Qualifications:

- Bachelor's Degree (Masters preferred) in a related field such as distance learning, Web development, Internet marketing, program development, or marketing.
- The ability to speak and write fluently in English.
- Demonstrated success working in an entrepreneurial environment.
- Ability to recruit and retain online students.
- Ability to recruit and retain qualified vendors or faculty to deliver courses and services.
- Ability to develop and administer adult and professional online education programs.
- Highly developed organizational skills.
- Commitment to and understanding of the adult learner, lifelong learning and the Internet.
- Experience in marketing online programs preferred.
- Background in managing a virtual organization considered helpful.

POSITION TITLE: COORDINATOR OF THE EXECUTIVE MBA PROGRAM

1. Position Purpose:

The coordinator works with the Chair of Business Administration to promote and deliver the Executive Master of Business Administration (MBA) program. The coordinator manages the delivery of the Executive MBA and related management programs. A close working relationship with the College of Business Administration and faculty will be important to the creation of flexible scheduling to meet the needs of Executive MBA students.

2. Major Duties and Responsibilities:

- Takes responsibility for leadership and support in promoting and implementing an innovative Executive MBA Program.
- Works closely with the Chair of Business Administration to coordinate activities relating to the Executive MBA program on and off campus.
- Assists in research and development of new program initiatives.
- Together with the Chair of Business Administration, helps identify and schedule qualified faculty.
- Designs, implements, and evaluates aggressive marketing strategies for the Executive MBA program.
- Develops corporate partnerships and represents the Executive MBA program to the public.
- Reviews student support and service for the Executive MBA program.
- Develops new delivery methodologies for the Executive MBA.
- Analyzes enrollment trends and proposes new strategies to support the Executive MBA.
- Coordinates strategic planning for Executive MBA.
- Coordinates and nurtures client relationships with diverse industry and academic partners; identifies professional education program needs and opportunities within these organizations.
- Manages and reviews technology support components for the Executive MBA.
- Creates revenue and builds enrollment by successfully marketing the Executive MBA.

- Performs other duties as assigned by the Supervisor of Continuing Education, in collaboration with the Chair of Business Administration and the Dean of the College of Business Administration.

3. Reporting Line:

The Coordinator of the Executive MBA Program reports directly to the Director of the Division of Research Development and Continuing Education.

4. Span of Control:

The Coordinator of the Executive MBA Program oversees the promotion and delivery of the Executive MBA program with the College of Business Administration.

5. Qualifications:

- Bachelor's Degree (Master's preferred) in a related field such as business marketing, continuing education, or adult education (MBA helpful).
- The ability to speak and write fluently in English.
- Demonstrated success working in an entrepreneurial environment.
- Ability to recruit and retain adult students.
- Ability to assist in research and development of new Executive MBA program initiatives.
- Ability to develop and administer adult and professional education programs.
- Highly developed organizational skills.
- Commitment to and understanding of the adult learner and lifelong learning.
- Experience in using advanced technologies in the delivery of educational programs.

POSITION TITLE: WEBMASTER

1. Position Purpose:

The Webmaster is responsible for the management and development of the eLearning Center's World Wide Web site. The site supports a number of priority initiatives including marketing and communications, student recruitment, customer and client services, course-based curriculum, alternative delivery, distance education, and academic advising. The site also interfaces with the division's Web-based course management system.

2. Major Duties and Responsibilities:

- Ensures that the "virtual" aspects of the Web site are stable, well designed, effective to use, up-to-date, and properly maintained.
- Manages the Web site to enhance communications.
- Creates and maintains tools to manage and utilize various databases.
- Answers e-mails directed to the webmaster.
- Monitors the Web site for bandwidth problems, bad links, and inappropriate postings. Implements any PUM policies established for the Web site, such as privacy and discussion forum policies.
- Monitors Web site usage and makes recommendations for keeping users' response times efficient.
- Maintains links to other related Web sites or sponsors as directed.
- Prepares and posts required forms, and develop databases.
- Posts newsletters and other materials.
- Makes recommendations for improvements to the Web site and server.
- Monitors the existing interface with IT server support and notifies the Supervisor of eLearning of any changes, developments, or necessary information regarding IT support.
- Maintains the official eLearning Web site and update it as directed.
- Works with the university's General Counsel on revisions to legal policies or disclaimers as appropriate.
- Attends required meetings.
- Monitors Web activities.

- Prepares and submits monthly reports.
- Incorporates new technologies as they become available into the eLearning Web site.
- Performs additional duties as assigned by the Supervisor of the eLearning Center.

3. Reporting Line:

The Webmaster reports directly to the Supervisor of the eLearning Center.

4. Span of Control:

The Webmaster oversees the eLearning Center Web site and supports its related technologies. The Webmaster may periodically oversee the work of outside contractors and student workers.

5. Qualifications:

- Three years or more of experience in the design and management of Web pages or sites.
- Degree and/or a diploma (preferred) or certification or equivalent experience as a network engineer, TCP/IP, HTML, or Web technologies.
- The ability to speak and write fluently in English.
- Webmaster certification from a major school preferred.
- Experience in the field of digital media and visual design.
- Demonstrated fluency in HTML and other interactive languages and technologies including Java, JavaScript, ActiveX, Shockwave, Director and Shell scripting.
- Excellent oral and written communications skills.
- Project management and organizational skills.
- Commitment to and understanding of the adult learner and lifelong learning.
- Experience working with educational programs preferred.

POSITION TITLE: SUPERVISOR OF THE ENGLISH LANGUAGE INSTITUTE

1. Position Purpose:

The Supervisor of the English Language Institute (ELI) is responsible for the direction, administration, marketing, and academic standards of the various programs in this unit. In addition, the supervisor designs, implements, and leads outreach initiatives to ensure the collaboration of local schools and industries.

This position works closely with the PMU Professional Development Center to share expertise on pedagogical and professional issues; to assess faculty qualifications; to consult with faculty on teaching issues such as classroom management, assessment skills, and instructional technology. The Supervisor of the ELI also maintains a close working relationship with the EFL (English as a Foreign Language) component of the Preparation Year Program.

2. Major Duties and Responsibilities:

- Takes responsibility for leadership in planning, developing, promoting, and implementing all fiscal, business, and administrative aspects of the ELI.
- Oversees all activities relating to the ELI programs at the various sites.
- Leads an effective team of academic and administrative coordinators as well as teaching staff to administer the program.
- Recruits qualified faculty and staff.
- Designs, implements, and evaluates aggressive marketing strategies for the ELI program.
- Represents the ELI program to community leaders and the public.
- Develops partnerships with schools and corporations to ensure that the institute's programs meet their needs.
- Identifies community resources such as the local Chamber of Commerce to locate convenient instructional facilities.
- Oversees the development of continuing education and professional outreach courses.
- Conducts comprehensive and ongoing assessment of program development, teaching excellence, and client satisfaction.

- Guides the English Teacher Training and Certification program toward Accreditation by TESOL (Teachers of English to Speakers of Second Languages), or NCATE (National Council for Accreditation of Teacher Education).
- Collaborates with the PMU e-Learning Center to employ smart classroom technology and distance learning systems.
- Invites recommendations from the faculty of the Preparation Year Program on the eligibility of students wishing to transfer to ELI instead of entering the regular university programs.
- Creates revenue and builds enrollment by successfully marketing of ELI's education offerings.

3. Reporting Line:

The Supervisor of the English Language Institute reports directly to the Director of Research Development and Continuing Education.

4. Span of Control:

The Supervisor of the English Language Institute oversees all budgets and staff of the institute.

5. Qualifications:

- Ph.D. or Master's degree in Teaching English as a Foreign/Second Language (TEFL/TESL), applied linguistics, foreign-language pedagogy, or a related field.
- Native English speaker or native-level proficiency as demonstrated by a band score of 8.0 or higher on the IELTS, with minimum component test scores of at least 7.5 (or equivalent score on a comparable exam).
- Ability to speak Arabic and/or familiarity with the culture of Saudi Arabia in order to represent the ELI program to community leaders and the public.
- Experience in administration of adult education programs.
- Two years of teaching experience, preferably in a communicative-centered program at an accredited institution of higher learning.
- Record of scholarly work such as publications and conference presentations in a closely related area of expertise.
- Expertise in teacher training.
- Ability to recruit and retain adult students.
- Ability to recruit and retain qualified professionals to deliver courses and services.
- Highly developed communications and public relations skills.

POSITION TITLE: ACADEMIC COORDINATOR OF THE ENGLISH LANGUAGE INSTITUTE

1. Position Purpose:

The coordinator ensures that instructional programs correspond to the needs and objectives of students, corporate employers, and community leaders. This position develops the course syllabi and curricula with the aim to fulfilling students' and employers' needs by identifying the most appropriate content, teaching methods, and communication skills. The Academic Coordinator also facilitates and monitors the instructional activities of faculty and students on a daily basis.

2. Major Duties and Responsibilities:

- Designs and develops curriculum, including the selection of textbooks and instructional technology.
- Organizes coursework for use in classrooms, off-site, and via e-learning.
- Delivers entrance, exit, and placement testing
- Sets and monitors standards for teaching effectiveness.
- Manages academic issues on a daily basis.
- Delivers workshops for teacher and staff development.
- Assists the Supervisor of the ELI with faculty recruitment.
- Assists the Supervisor of the ELI with outreach to community, business, and education entities.
- Works closely with the Administrative Coordinator on the scheduling and delivery of courses, testing, workshops, and all other program events.
- Together with the Administrative Coordinator, performs regular and systematic evaluation s of program effectiveness.
- Provides for ongoing professional development of faculty and conduct research to better understand the program's operations and possibilities.
- Collaborates with the staff of the Preparation Year Program's ESL division on the sharing of ESL faculty, and on test administration.
- Collaborates with the Supervisor of the e-Learning Center to deliver course components online.

3. Reporting Line:

The Academic Coordinator reports to the Supervisor of the English Language Institute.

4. Span of Control:

The Academic Coordinator is responsible for the quality and design of instructional programs offered by the English Language Institute.

5. Qualifications:

- Master's degree in foreign language education, ESL, educational psychology, applied linguistics, or related field.
- Native English speaker or native-level proficiency as demonstrated by a band score of 8.0 or higher on the IELTS, with minimum component test scores of at least 7.5 (or equivalent score on a comparable exam).
- Familiarity with the language or culture of Saudi Arabia.
- Teaching experience in a university or other academic environment.
- Experience teaching ESL to adult learners.
- Experience developing courses with an emphasis on student-centered learning.
- Experience in faculty development including the training and supervision of instructors.
- Experience organizing and/or designing entry and exit assessments.
- Highly developed organizational skills.
- Commitment to and understanding of the adult learner and lifelong learning.
- Demonstrated skills in conducting educational research projects.
- Background in the application of instructional technology.

POSITION TITLE: ADMINISTRATIVE COORDINATOR OF THE ENGLISH LANGUAGE INSTITUTE

1. Position Purpose:

The coordinator implements all operational, business, and administrative aspects of the ELI program. This includes scheduling classes, organizing instructional facilities, managing student registration and records, handling faculty and staff appointments, and accounting.

This position is responsible for setting up and operating a well-run system of administration, testing, and record keeping in order to ensure flexibility in course offerings, selection, and scheduling. The coordinator works closely with the Supervisor of the ELI and with the Academic Coordinator to ensure that all efforts are synchronized and promoted based on a shared system of priorities.

2. Major Duties and Responsibilities:

- Schedules and coordinates all activities relating to the ELI program on and off campus. This includes developing and publishing a course catalog.
- Manages classroom allocation and instructional facilities at various locations.
- Organizes the scheduling, staffing, and collection of fees for all testing and examinations.
- Handles faculty and staff appointment documents and records.
- Orders textbooks, instructional materials, publicity materials, and office supplies.
- Maintains budget records.
- Coordinates strategic planning for all program services such as workshops, receptions, conference, and business travel.
- Supervises and trains office staff.
- Helps the supervisor design, implement, and evaluate marketing strategies for the ELI program.
- Assists the academic coordinator with program evaluation and other research projects.
- Fosters positive client relationships with diverse industry and academic partners.

3. Reporting Line:

The Administrative Coordinator reports directly to the Supervisor of the English Language Institute.

4. Span of Control:

The Administrative Coordinator is responsible for the administration and delivery of the ELI programs and courses in close collaboration with the Supervisor and Academic Coordinator. The coordinator supervises the general office staff.

5. Qualifications:

- Bachelor's degree in business, accounting, communications, advertising or related field.
- Ability to speak and write fluently in English.
- Minimum of two years' experience in an administrative function preferably in an institution of higher education or a secondary school.
- Highly developed organizational skills.
- Interpersonal skills include excellent communication skills, dependability, and responsibility.
- Facility with Gantt charts, and various software programs for publishing and accounting.
- Experience scheduling classes, organizing instructional facilities, and managing student registration.
- Experience handling faculty and staff appointments.
- Ability to multi-task in the administration of adult and professional education programs.
- Commitment to and understanding of the adult learner and lifelong learning.
- Experience in obtaining government and commercial contracts and grants considered desirable.

APPENDIX B

DRDCE STAFF HIRING TIMELINE

Using this document: The information in this appendix is intended for use in the hiring process for staff members in the PMU Division of Research Development and Continuing Education. It also may be used for planning the implementation of DRDCE programs that follow each staff member's beginning of work.

Summary of content: This appendix contains a Gantt chart that illustrates the hiring schedules for the DRDCE staff members described in Appendix A. The first date for each position indicates the date by which recruiting should begin. The second date indicates the date by which the staff member should begin work.