JOB DESCRIPTION

Personnel Office Use Only
Position No. 023950
Non-Classified X
Classified _____
Exempt X Non-Exempt___

POSITION TITLE: Executive Director of Planning and Institutional Affairs & Associate Professor

INCUMBENT EMPLOYEE: Patrice Moulton

EMPLOYEE CLASSIFICATION:
____Instructional Faculty
__X_ Administrative Faculty
____Other Faculty
____Other Unclassified
____Classified

FUNCTION OF WORK: Academic Planning
SUPERVISION RECEIVED: President
SUPERVISION EXERCISED: Assigned staff

DUTIES AND RESPONSIBILITIES

% to Time	Description
100%	Supervision of Electronic and Continuing Education, Enrollment Management, University Planning, Assessment and EEO, Institutional Research, Strategic Initiatives, Information Systems, and the SACS Reaffirmation Project. Serve on the President's Cabinet. Responsibility for the coordination and oversight of responses and actions towards external reviews of NSU and their recommendations. Responsibility for oversight of the strategic planning and budgeting process and other administrative advisory councils.