

JOB DESCRIPTION

Personnel Office Use Only

Position No. 024028
Non-Classified X
Classified _____
Exempt X Non-Exempt _____

POSITION TITLE: Vice President for University Affairs and Instructor

INCUMBENT EMPLOYEE: John Dilworth -

EMPLOYEE CLASSIFICATION: _____ Instructional Faculty
X Administrative Faculty
_____ Other Faculty
_____ Other Unclassified
_____ Classified

FUNCTION OF WORK: Major oversight and responsibility for construction, maintenance, and upkeep of all University facilities and grounds.

SUPERVISION RECEIVED: Direct from President

SUPERVISION EXERCISED: Direct over all Department Heads, Budget Unit Heads, and other employees assigned to the Departments under their supervision

DUTIES AND RESPONSIBILITIES

<u>% to Time</u>	<u>Description</u>
100%	<p>Serve as a key administrator in the planning, operation, and management of the University.</p> <p>Oversight responsibility for the construction, maintenance, and upkeep of all University facilities and grounds. Participation in all official University functions.</p> <p>Responsible for teaching at least one (1) three hour course per semester.</p> <p>Maintain a collegial relationship with peers and colleagues throughout the University, including, but not limited to, working with faculty and department heads to arbitrate disputes and/or reach a consensus.</p> <p>Acknowledge and agree to comply with University of Louisiana System's Compensatory Time Policy, for unclassified annual leave earning employees.</p> <p>Acknowledge and agree to comply with those mandates of the Constitution and laws of the State of Louisiana which regulates the activity and employment of state employees including but not limited to the "Code of Governmental Ethics", "LA R.S. 42:1101 et seq", and "Dual Office Holding and Dual Employment "AR.S. 42:61 et seq".</p>