



Associate, Academic and Institutional Studies III

Class Code 5787

Date Established 10-05-62

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Occupation Index Reference H-2

DEFINITION:

Under general direction, the Associate, Academic and Institutional Studies III undertakes broad and complex studies with little or no supervision.

DISTINGUISHING CHARACTERISTICS:

This level is distinguished from the next lower level by such factors as (1) the relative independence of operation; (2) the need for considerable originality in developing methods of approach or resolving problems; (3) the greater depth of penetration into the subject; (4) the greater need for high level negotiating skill; and/or (5) the greater professional background and ability which is demanded for successful pursuit of the studies and resolution of the problems.

Examples of Typical Activities:

Within general policy direction and statement of program objectives from the supervisor, the incumbents of positions in this class are responsible for recommending topics for study, for determining and outlining the general project plans, and for recognizing when problems encountered are significant enough to call to the attention of the supervisor. The final product is subject to evaluation as to the relevancy of the conclusions drawn to the facts gathered. Studies are complex because of the need for considerable ingenuity and creativeness in the development of basic approaches or in the resolution of the problems; because of the breadth of the subject under study and its interrelationships with many educational policies and programs; or because of its newness or controversial nature requiring difficult and delicate negotiations in arriving at recommendations which are compatible, to the extent possible, with the divergent viewpoints of various interested individuals and groups.

Studies frequently result in recommendations for broad and far-reaching policy decisions with regard to educational, administrative and fiscal programs.

(See also Examples of Typical Activities shown for Associate, Academic and Institutional Studies II.)

MINIMUM QUALIFICATIONS:

Knowledges and Abilities:

Thorough knowledge of the principles of management and organization; and of administrative survey principles and techniques and skill in their applications; thorough knowledge of the subject area of assignment.

Ability to plan, organize, conduct and participate in major administrative and analytical studies; ability to relate the overall objectives and policies of the Trustees, the Office of the Chancellor and the administration and faculties of the campus to the studies; ability to see the interrelationships within and among the various educational, administrative and fiscal programs on the campuses; sensitivity to the special needs of various campuses because of different size, location, characteristics and circumstances; ability to approach problems objectively; ability to present findings and recommendations clearly and diplomatically and to reconcile, to the extent possible, various divergent points of view; ability to utilize complex statistical and various analytical research methods; ability to draw conclusions and develop recommendations; ability to prepare written reports; ability to develop and maintain high level contacts including the leading of meetings and negotiations.

and

Experience:

Five years of progressively responsible administrative or professional experience which demonstrates ability to conduct complex analyses of problems in assigned functional areas.

or

The rank of Associate Professor or higher in a four-year college or university and demonstrated experience in research or special study work may be substituted for up to four years of experience.

and

Education:

Equivalent to graduation from a four-year college or university.