

**The University of North Carolina General Administration
EPA Designation Request Form**

Institution: University of North Carolina School of the Arts

Division/School/Department: Office of the Provost

EPA Designation Requested:

- Senior Academic and Administrative Officer, I.A.* (SAAO, Tier I)
- Senior Academic and Administrative Officer, I.B.* (SAAO, Tier II)
- Instructional, Research and Public Service (IRPS)

Proposed Position Information:

Proposed Title: Director of Educational Outreach and Summer Programs

Proposed Working Title (if different): _____

Proposed Position Number: 02106 Proposed JCAT Code: 196003

Current Status: SPA EPA New Position

Current Position Information (if applicable)

Current Title: _____

Name of employee in position: _____

Name and title of supervisor: _____

Institutional Authorization:

Print Name: James Lucas Title: Director of Human Resources

Signature:  Date: 6-11-13

Mailing Address: 1533 South Main St.

Mailing Address 2: Winston Salem NC 27127

Telephone: 336-770-3317 Fax: 336-770-1462 Email: lucasj@uncsa.edu

Electronically submit completed form with the following required documentation scanned into a single PDF package:

- A written justification for requested action to include specific reference to relevant elements in SAAO definition or Instructional/Research definitions.
- A detailed position description.
- An organizational chart that includes position titles, position numbers, position designations (SPA, EPA, SAAO), and employee names.

Submit to: hrab@northcarolina.edu

Questions to: Keith Dupuis, HR Consultant, (919) 843-5479, kedupuis@northcarolina.edu

University of North Carolina School of the Arts
Human Resources

1533 S. Main Street
Winston-Salem, North Carolina 27127-2188
phone 336.770.3317 | fax 336.770.1462
www.uncsa.edu



UNCSA

Date: June 11, 2013
To: HRAB
From: James Lucas, Director of Human Resources
Subject: Request for the creation of a new EPA position

Please find enclosed for your review a job description and organizational chart for the creation of a new EPA position, Director of Educational Outreach and Summer Programs (EOSP). We are requesting that this position be recognized as an IRPS position.

This position will report to the Associate Provost & Dean of Graduate Studies, and is responsible for the management and oversight of all aspects of UNCSA's educational outreach initiatives, including all non-credit and continuing education offerings and all programmatic offerings during the summer sessions.

Based on the duties contained in the job description, we believe that this position meets the criteria, and satisfies the criteria outlined for the generic position of "Continuing Education/Distance Learning".

Please do not hesitate to contact us if you have any questions, or require any additional information.

Sincerely,
James Lucas
Director of Human Resources



UNIVERSITY OF NORTH CAROLINA
SCHOOL of the ARTS

**Director of Educational Outreach and Summer Programs
Position Description**

The Director of Educational Outreach and Summer Programs (EOSP) provides leadership and oversight for all facets of UNCSA's education outreach initiatives, which includes all non-credit and continuing education offerings, as well as all programmatic offerings made during the summer. The position works closely and cooperatively with the five Arts School Deans, their Summer Program Coordinators, the Dean of Students, the Headmaster and Dean of the High School Academic Program, and the Dean of Liberal Arts to advance Educational Outreach Opportunities and Summer Programs at UNCSA.

About the Office

The Office of Educational Outreach and Summer Programs (EOSP) is a new office being created by UNCSA to oversee all non-traditional instructional offerings. The responsibilities of EOSP have been administered by the Kenan Institute for the Arts for the past two years. The Director of EOSP reports to the Associate Provost and Dean of Graduate Studies, and is a member of the Provost's Council.

Description of Responsibilities and Duties

Office Administration & Management

- Responsible for all departmental budgets and associated financial procedures.
- Supervises all full-time and part-time staff in the Office.
- Develops short and long-range tactical and strategic plans for the office in consultation with University leadership.
- The Director holds primary responsibility for ensuring that Educational Outreach & Summer Programs at the University are in compliance with all applicable UNC policies, state laws, and Federal Agency regulations.

Educational Outreach

- Responsible for coordinating and cataloging all educational outreach programs offered by UNCSA and making recommendations to campus leadership on how to enhance and reinforce their quality.
- The Director of EOSP is the administrator with primary responsibility for researching, developing, and overseeing new educational outreach initiatives in conjunction with the UNCSA Strategic Planning Process
- Works with the Deans to evaluate and develop potential distance education programs.
- Works with the Dean of Liberal Arts to identify former UNCSA students who could use on-line courses to complete their baccalaureate degree.

Summer Programs

UNCSA encompass three distinct but related areas: non-credit summer intensives for high school-aged students; for-credit coursework for college students; and professional development activities for practicing artists, educators, and other adult learners. The Director is responsible for the effective planning and administration of all UNCSA programmatic offerings delivered during the summer.

- The Director holds primary responsibility for the establishment of procedures that guide the operations of summer programs at the University.
- The Director has oversight and responsibility for oversight and administration of the summer programs budgets.
- The Director coordinates with the Deans in their selection of Summer Program Coordinators. The Director of EOSP, through the Summer Program Coordinators, is responsible for the selection and hiring of all summer instructors.
- The EOSP Director is responsible for developing and implementing a unified marketing and recruitment strategy for all summer programs, in conjunction with University Advancement.
- The Director works collaboratively with other administrative offices on campus in the development of a comprehensive and competitive summer program, including but not limited to: Student Affairs, Business Affairs, Auxiliary Services, Campus Police, Campus Performance Facilities, Housing and Residence Life, etc.

Minimum Qualifications

- Master's Degree and five (5) years of appropriate demonstrated professional experience, or an equivalent combination of education and experience.
- Strong analytical, organizational, and problem-solving skills.
- Enrollment management, student recruitment, and program marketing skills.
- Experience with non-credit, educational outreach, and summer programs

Preferred Qualifications

Preference will be given to those candidates who have a minimum of eight (8) years of related professional experience, experience in a public university setting, excellent interpersonal and communication skills, a distinct appreciation for UNCSA's mission and culture, and a demonstrated commitment to diversity.

University of North Carolina School of the Arts
Office of Academic Affairs
June 2013

