

Future State

Job Title: Education Administrator, Postsecondary

Organizational Structure & Size: School/University; Medium or large organization with at least 500 employees

List general responsibilities and duties related to the position:

- Design or use assessments to monitor student learning outcomes
- Recruit, hire, train, and terminate departmental personnel
- Oversee, plan, and administer college departments and/or programs
- Direct and coordinate the activities of college personnel
- Control and oversee departmental budget

List specific projects or special assignments you'd like to handle:

- Participate in strategic planning for College initiatives, plans, and goals
- Oversee creation and implementation of new academic programs
- Hire and onboard new faculty or departmental employees

List skills and knowledge essential to performing this job:

- Enterprise resource planning (ERP) software
- Customer Relationship Manager (CRM) software
- Human Resources – including personnel management, recruitment, hiring, training, and labor relations
- Management – including strategic planning, resource allocation, human resources modeling, and employee coordination
- Advanced degree is necessary; will need a Master's degree or potentially a Doctoral degree

Describe Your Ideal Relationships at Work:

Supervisor: I work best with managers or supervisors who grant autonomy and allow me to make decisions in day-to-day business actions. I prefer leaders who are available to meet when questions arise, or I need additional unanticipated support performing my work duties. I gravitate towards leaders I can trust and work voraciously to maintain a trustworthy reputation at work.

Co-Workers: I like colleagues who are on the same mission as myself and dedicate themselves to providing high-quality work. I like to collaborate with my peers and learn/grow with my colleagues. As stated above, it is important to trust my colleagues.

Describe the preferred attributes of your work environment and your physical work space: I like to work in a lively, animated, and fun atmosphere that provides creativity and allows for collaboration between peers. My work space is neat and clean with a few fun decorations to showcase my personality. I prefer work environments with dual monitors, ergonomic keyboards, and reliable technology.

Describe your ideal work schedule: I prefer traditional work hours, Monday – Friday, 8:00 a.m. to 5:00 p.m. but can be flexible as needed and to meet expectations.

Desirable Salary & Benefits: This category is negotiable. I want equitable pay for the work I am performing and enjoy standard employee benefits like paid time off and health insurance.

How will you know if you have achieved your career goal? I will be in an advanced leadership role with a clear spot on the org chart.

What will be different? I will have elevated job responsibilities and a likely increased salary. I will have employees I manage, and I will be responsible for my department's goals.

What will you have or do that present today? I have a passion for higher education as I believe it is empowering. My passion will be present in any advanced role at Chippewa Valley Technical College or at future colleges or universities. I have a passion for growth, and I am a dedicated, reliable employee. My personal core values will remain steady in future occupational opportunities.