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| **Position Action Request for Senior Management Team:**  |
|  | \* New Position |  | Fill Vacancy |  | Change FTE |  | Update Responsibilities  |  | Reclassification |  | Salary Adjustment |  | Other |
| **Basis for Request:** |
| **Justification for Salary Adjustment**:  |
| Present Salary:  | Proposed Salary:  | % Change:  | $ Change:  | Funding Source:  |
| Approved By: | Date:  | Effective Date:  |
|  |
| **Position/Funding Information** |
| **Incumbent Name:**  |
| **Position Number**:  | †DELTA Unit: |  | DDE |  | F&B |  | ITSD |  | MPD | Contract Length: 12 Months, At Will |
| Title of Position: | FTE: | FSLA Status: Exempt |
| Working Title: | Reports To Position #: |
| Funding Source:  | Percent: | Funding Source: | Percent: |
| **†** *Distance and Distributed Education; Finance and Business; Instructional Technology Support and Development; Marketing and Partnership Development* |
|  |
| **\*\* Primary Function of Organizational Unit:** |
| DELTA’s role within the Office of the Provost is to foster the integration and support of learning technologies in NC State’s academic programs, both on the campus and at a distance. We coordinate the funding and production of all distance-based credit programs and courses for the university, and promote high-quality education by extending the reach of the faculty and collaboratively applying expertise in technology and pedagogy in an efficient, effective, and service-oriented environment. |
| **EPA POSITION DESCRIPTION** |
| **General Scope of Duties:** *Describe the overall purpose and duties of the position* (This will appear in posting)  |
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| **Other Work/Responsibilities:** |
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| **Proposed Minimum Education/Experience:** |
|  |
| **Department Required Skills:** |
|  |
| **Preferred Experience, Skills, Training, Education:** |
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|  |
| **Required License or Certification:** |
|  |
| **Work Schedule:** *Example –**Monday through Friday 8:00 am to 5:00 pm*  |
|  |
| **Does this position supervise other permanent employees? \_\_Yes \_\_ No**If yes, enter number of direct reports:\_\_\_Percent of time supervising:\_\_\_ |

\* If recruiting for this position, please complete the “DELTA / EI POSITION RECRUITMENT REQUEST” and submit to the business office with this position description.

\*\* Entrepreneurship Initiative uses: “The Entrepreneurship Initiative’s role within the Office of the Provost is to build a culture of entrepreneurship at NC State. Using an interdisciplinary approach, we foster and teach innovation and entrepreneurship by providing resources and real-world experiences for students across the university. These include but are not limited to the Garage, a co-working facility that provides resources for student start-ups, an academic course within the General Education curriculum that focuses on entrepreneurial thinking, and co-curricular activities such as the Lulu eGames student start-up competition.”