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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:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Department Required Skills:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Preferred Experience, Skills, Training, Education:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Required License or Certification:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Work Schedule:** *Example –**Monday through Friday 8:00 am to 5:00 pm* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **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.”