

Additional Administrative Duty Assignment

NWIC Policy Coordination

This additional administrative duty assignment at the discretion of the President intended to implement an institutional initiative focused on the proper administration of policies for Northwest Indian College to achieve proper governance and greater operational efficiency.

Supervisor: President

Appointment Periods: February 10, 2014 to June 30, 2014
July 1, 2014 to June 30, 2015

Scope:

This additional administrative duty is assigned to the Human Resources Director, who is a current Administrative Team member, to assist the Administrative Team with the coordination, review, monitoring and reporting on the institution's progress in maintaining up-to-date policies. This role does not include the preparation of policies outside of the Human Resources Director's current responsibilities for human resource policies; this rests with the other members of the Administrative Team for their respective areas.

Duties:

1. Work with the Administrative Team to:
 - a. Inventory all existing NWIC policies.
 - b. Recommend and agree upon a standardized template for Administrative Team use in developing and maintaining NWIC policies.
 - c. Identify gaps in current policies and confirm the assignment of development of new policies.
 - d. Create and recommend institutional schedule for policy development and maintenance.
 - e. Monitor and review progress toward achieving updated policies. Report progress to Administrative Team.
 - f. Support Administrative Team in the development of new or modified policies.
 - g. Coordinate activities with Administrative Team.
 - h. Collaborate with members of Administrative Team.

2. Develop and recommend to the Administrative Team:
 - a. Electronic maintenance and storage methodology of existing and new policies on Global Share.
 - b. Access online access to NWIC policies for administrators, faculty and staff.
 - c. A tracking system for outdated policies requiring modification.