

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**HIGHER EDUCATION CONSULTANT**

**JOB DESCRIPTION**

Employees in this job complete and oversee a variety of professional assignments to assist public and nonpublic colleges, universities, and junior colleges with the development, implementation, and maintenance of higher education programs.

There are four classifications in this job

**Position Code Title - Higher Education Consultant-E**

Higher Education Consultant 11

This is the entry level. As a trainee, the employee performs a range of professional higher education consultant assignments while learning the methods of work

Higher Education Consultant 12

This is the intermediate level. The employee performs an expanding range of professional higher education consultant assignments in a developing capacity.

Higher Education Consultant P13

This is the experienced level. The employee performs a full range of professional higher education consultant assignments in a full-functioning capacity. Considerable independent judgment is used to make decisions in carrying out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

**Position Code Title - Higher Education Consultant-A**

Higher Education Consultant 14

This is the advanced level. The employee may function as a lead worker or senior worker. At this level, employees are responsible for overseeing the work assignments of other professionals or have regular assignments which have been recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level.

**NOTE:** Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Advises higher education institutions in the initiation, evaluation, and improvement of their programs.

Coordinates efforts to avoid duplication in campus and extension course offerings, without loss of services to the citizens of the state.

Develops and administers various scholarship, loan, and grants programs.

Provides assistance to higher education institutions in the formulation of broad policies with respect to administration and personnel.

Provides assistance to the U.S. Department of Education and other federal and state agencies in program planning in higher education.

Conducts higher education research and educational studies.

Reviews and approves State Board of Continuing Education Units applications and monitors program activities.

Acts as liaison between higher education institutions and K-12 school districts.

Provides assistance to school districts and prospective educators in the interpretation of certification requirements of teachers and administrators.

Provides assistance in policy analysis and development of state plans to improve the quality of K-12 education.

Disseminates research information to school districts higher education institutions, and others to assist in policy development for the improvement of quality of education.

Collaborates with higher education institutions to improve the quality of education of K-12 teachers.

Consults with universities, school districts, Assistant Attorneys General, the media, the courts, legislators, and others regarding teaching certification and revocation of certification.

Maintains records and prepares reports and correspondence related to the work.

Performs related work as assigned.

### **Additional Job Duties**

#### **Higher Education Consultant 14 (Lead Worker)**

Oversees the work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

#### **Higher Education Consultant 14 (Senior Worker)**

Performs on a regular basis professional higher education consultant assignments, which are recognized by Civil Service as more complex than those assigned at the experienced level.

### **JOB QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

**NOTE:** Developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of educational philosophy and objectives of higher education.

Knowledge of the laws and regulations pertaining to higher education.

Knowledge of the programs and policies of higher education institutions.

Knowledge of the various scholarships and grants available to students attending institutions of higher education.

Ability to obtain cooperation from and to assist higher education institutions within the work area.

Ability to develop programs and policies relating to higher education institutions.

Ability to administer scholarships and grants.

Ability to maintain records, and prepare reports and correspondence related to the work.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

### **Additional Knowledge, Skills, and Abilities**

#### **Higher Education Consultant 14 (Lead Worker)**

Ability to organize and coordinate the work of others.

Ability to set priorities and assign work to other professionals.

### **Working Conditions**

*None*

### **Physical Requirements**

*None*

### **Education**

Possession of a master's degree in education or higher education administration.

### **Experience**

#### **Higher Education Consultant 11**

No specific type or amount is required.

#### **Higher Education Consultant 12**

One year of post-master's administrative or consultative experience in the field of higher education, including one year equivalent to a Higher Education Consultant 11.

#### **Higher Education Consultant P13**

Two years of post-master's administrative or consultative experience in the field of higher education, including one year equivalent to a Higher Education Consultant 12.

#### **Higher Education Consultant 14**

Three years post-master's administrative or consultative experience in the field of higher education, including one year equivalent to a Higher Education Consultant P13.

### **Alternate Education and Experience**

#### **Higher Education Consultant 11 - 14**

Possession of a bachelor's degree in education combined with a master's degree in a subject matter area of higher education may be substituted for the education requirement.

#### **Higher Education Consultant 12 - 14**

Five years of college-level teaching, admissions, financial assistance, or counseling experience may substitute for one year of the experience requirement.

Possession of a doctorate degree in education or in higher education administration may substitute for one year of the experience requirement.

### **Special Requirements, Licenses, and Certifications**

*None*

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

**Job Code**

HIGEDUCST

**Job Code Description**

HIGHER EDUCATION CONSULTANT

**Position Title**

Higher Education Consultant-A

Higher Education Consultant-E

**Position Code**

HGEDCSTA

HGEDCSTE

**Pay Schedule**

W22-050

W22-090

NW

03/19/2019