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# Strategic Cluster Guide: Role Description

Plymouth State University

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## **Strategic Cluster Guide – Role Description**

During the initial phase of organizing and launching Strategic Clusters at Plymouth State University, there is a special need for Faculty and Staff to participate in framing the objectives and operationalizing the teams.

A transitional model will be implemented for each of the 7 Strategic Clusters and is expected to continue through the 2017 academic year. A key component of the model is the requirement for Cluster Guide teams. These teams, comprised of 3 to 5 individuals, will be drawn from the faculty and staff who participate in each Cluster.

The Cluster Guide role is not a full-time assignment. Guides will provide leadership within each Cluster to facilitate progress of individuals and teams in pursuing the vision. The Guide teams will have a significant level of responsibility in focusing and operationalizing the Clusters and supporting their success.

It is anticipated this position will require a commitment of 8-10 hours per week from Mid-April throughout the summer and into AY 17. One course release/semester will be provided for faculty while serving as guides in FY17. Staff will seek support of their supervisors to arrange for release from some duties in order to take on the responsibility. Faculty members who are off contract will receive a stipend for summer work. We anticipate this to be a transitional role and exist only through the end of the 2017 academic year.

### Cluster Guide Qualifications

- Full-time PSU Employee: Faculty or Staff member (required)
- Minimum of 2 years of PSU-affiliated experience (preferred)
- Minimum of 2 years experience working with students and/or external constituents (preferred)
- Research, teaching, or direct support role associated with a specific Cluster (required)
- Lead or key supporting role in interdisciplinary activities/ initiatives (preferred)
- Experience in fundraising activities: Grants, Fellowships and Endowments (desired)

Specific responsibilities for the Cluster Guides are expected to include:

- Establishing a core “Mission Statement” for the Cluster
- Enabling Communication mechanisms on Cluster Activities and Successes
- Being a primary Point-of-Contact; responding to inquiries regarding the Cluster
- Defining, creating, and sponsoring Open Labs
- Planning for resources and support requirements specific to the Cluster’s needs
- Identifying and addressing challenges in Cluster operations
- Identifying and engaging external constituents in collaborative activities
- Evaluating the portfolio of projects and programs to define opportunities for growth
- Reshaping Curricula to prepare students for a holistic learning experience
- Ensuring active and increasing engagement and support of all internal PSU organizations

Strategic Cluster Guides will work in teams of 3-5 people. We expect the guide role to be temporary, yet impactful. The role will likely fall away or change as clusters mature. A summary outline of expectations for Cluster Guides, by time period, is shown below:

#### Spring 2016

- Collaboratively scope the definition, mission, vision, goals and objectives for the Cluster
- Plan for the activities, projects and programs that will exist and grow in each Cluster
- Communicate and engage with Cluster team members: faculty, staff, and students to form the Cluster and Open Labs
- Identify existing activities in programs that might already bring together interdisciplinary or trans-disciplinary work that could be embedded within the Cluster

#### Summer 2016

- Review the current and planned work elements and prioritize activities
- Identify and document resource gaps and investment requirements
- Identify additional synergies across programs that could inform themed general education courses within the Cluster
- Plan and prepare for formal Cluster Launch activities
- Identify open lab opportunities linked to Cluster
- Send monthly communication to Cluster programs and faculty/staff members
- Determine faculty development activities linked to Cluster for fall orientation

#### Fall 2016

- Operationalize the Clusters, including launch and internal and constituent engagement
- Create a Cluster Development Plan emphasizing growth and development objectives
- Execute activities to increase the quality and quantity of constituent-based programs
- Send-biweekly communications to Cluster
- Finalize Cluster projects, courses and Open Lab needs for Fall 2017

#### Spring 2017

- Guide role to continue; objectives TBD.