

Appendix J—North Campus Manager Position Description

		POSITION DESCRIPTION FORM
UNIVERSITY of ALASKA		PCN:
Job Description (Please attach an Organization Chart)		
% of time	List primary duties of the position in order of importance. Be specific. For each duty indicate the average percent of time over the course of a year. Total should equal 100%.	
30%	Serve as first point of contact for all those proposing to use North Campus lands, review and process routine requests for research, education, and recreation activities in the North Campus.	
10%	Report regularly as ex officio member to the North Campus Subcommittee and, as necessary, to the MPC.	
20%	Consult closely with Facilities Services, which must approve and supervise work done in North Campus.	
20%	Coordinate with North Campus stakeholders including, but not limited to, the research community, Arboretum Committee, Nordic Ski Club of Fairbanks, and UA Statewide land management office.	
10%	Maintain a database of resource inventories and historic and contemporary research, education, and recreation activities.	
5%	Promote educational and community use of the North Campus.	
5%	Communicate effectively with all North Campus stakeholders and the broader community, providing information about the management process and about the area's values.	
DRAFT		
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