

## Job Family Matrix

<b>Job Function:</b> Faculty and Student Services		<b>Job Family:</b> Academic Affairs - Professional	
<b>Job Family Summary:</b> Perform or manage a range of responsibilities to support the faculty and curricular operations of the academic affairs function, including course planning and development, course and schedule management, and recruitment and orientation for faculty and other academics.			
<b>Job Title:</b> FSS Academic Affairs Officer II		<b>Job Title:</b> FSS Academic Affairs Officer III	
<b>Job Code:</b> S0556P		<b>Job Code:</b> S0557P	
<b>Grade Level:</b> 56 <b>Exemption:</b> Exempt		<b>Grade Level:</b> 57 <b>Exemption:</b> Exempt	
<b>Effective/Revision Date:</b> July 2019		<b>Effective/Revision Date:</b> July 2019	
<b>Job Summary</b>		<b>Job Summary</b>	
Independently perform a wide range of duties related to academic affairs including faculty support, curriculum management and training.		Independently plan and implement academic affairs operations including faculty support, curriculum management and training.	
<b>Typical Core Duties</b>		<b>Typical Core Duties</b>	
<ul style="list-style-type: none"> <li>• Administer course development which may include recommendation and implementation of course sequencing, scheduling, grading processes and exam sessions</li> <li>• Act as an advising resource for faculty and other academics regarding educational strategies and formats</li> <li>• Plan and implement events and programs related to academic affairs</li> <li>• Produce reports and analyze data pertaining to course development, teaching effort and student progress</li> <li>• May perform aspects of administrative management for faculty and other academics including recruitment, appointment and development</li> <li>• May provide ongoing training and documentation</li> <li>• Interpret program policies and procedures to advise faculty and other academics</li> <li>• Ensure compliance with University policies and procedures and applicable legal rules and regulations</li> </ul>		<ul style="list-style-type: none"> <li>• Manage course development which may include recommendation and implementation of course sequencing, scheduling, grading processes and exam sessions</li> <li>• Act as an advising resource for faculty and other academics regarding educational strategies and formats</li> <li>• Manage events and programs related to academic affairs</li> <li>• Review program goals, policy, curriculum, and program requirements and make recommendations for improvement</li> <li>• Develop reports and analyze statistics pertaining to course development, teaching effort and student progress</li> <li>• May manage administrative processes for faculty and other academics including recruitment, appointment and development</li> <li>• May provide ongoing training and documentation</li> <li>• Research, resolve, and provide accurate policy guidance to faculty and other academics</li> <li>• Ensure compliance with University policies and procedures and applicable legal rules and regulations</li> </ul>	
<b>Typical Core Duties</b>		<b>Typical Core Duties</b>	
<ul style="list-style-type: none"> <li>• Lead course development which may include recommendation and implementation of course sequencing, scheduling, grading processes and exam sessions</li> <li>• Act as an advising resource for faculty and other academics regarding educational strategies and formats</li> <li>• Develop events and programs related to academic affairs</li> <li>• Lead curriculum development which may include developing new courses and assessing curricular offerings</li> <li>• Assist senior management in formulating policies and procedures; make recommendations to improve overall administration</li> <li>• Develop specialized reports to analyze statistics pertaining to course development, teaching effort and student progress</li> <li>• May lead administrative management for faculty and other academics including recruitment, appointment and development</li> <li>• May provide ongoing training and documentation</li> <li>• Research, resolve, and provide accurate policy guidance to faculty and other academics</li> <li>• Ensure compliance with University policies and procedures and applicable legal rules and regulations</li> </ul>			

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Basic Qualifications	Basic Qualifications	Basic Qualifications
<ul style="list-style-type: none"> <li>• Bachelor's degree or equivalent work experience required</li> <li>• Minimum of 3 years' relevant work experience</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree or equivalent work experience required</li> <li>• Minimum of 5 years' relevant work experience</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree or equivalent work experience required</li> <li>• Minimum of 7 years' relevant work experience</li> </ul>
Additional Qualifications and Skills	Additional Qualifications and Skills	Additional Qualifications and Skills
<ul style="list-style-type: none"> <li>• Knowledge of Microsoft Office Suite, intermediate Excel skills</li> <li>• Strong written and verbal communication skills</li> <li>• Strong commitment to continuous process improvement</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Microsoft Office Suite, intermediate Excel skills</li> <li>• Strong written and verbal communication skills</li> <li>• Strong commitment to continuous process improvement</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Microsoft Office Suite, advanced Excel skills</li> <li>• Strong written and verbal communication skills</li> <li>• Strong commitment to continuous process improvement</li> </ul>
Certificates and Licenses	Certificates and Licenses	Certificates and Licenses
Physical Requirements	Physical Requirements	Physical Requirements
<ul style="list-style-type: none"> <li>• Sitting using near vision use for reading and computer use for extended periods of time</li> <li>• Lifting (approximately 20 to 30 pounds), bending, and other physical exertion</li> </ul>	<ul style="list-style-type: none"> <li>• Sitting using near vision use for reading and computer use for extended periods of time</li> <li>• Lifting (approximately 20 to 30 pounds), bending, and other physical exertion</li> </ul>	<ul style="list-style-type: none"> <li>• Sitting using near vision use for reading and computer use for extended periods of time</li> <li>• Lifting (approximately 20 to 30 pounds), bending, and other physical exertion</li> </ul>
Working Conditions	Working Conditions	Working Conditions
<ul style="list-style-type: none"> <li>• Work is performed in an office setting</li> </ul>	<ul style="list-style-type: none"> <li>• Work is performed in an office setting</li> </ul>	<ul style="list-style-type: none"> <li>• Work is performed in an office setting</li> </ul>

## Job Family Matrix

<b>Job Function:</b> Faculty and Student Services	<b>Job Family:</b> Academic Affairs - Professional
<b>Job Family Summary:</b> Perform or manage a range of responsibilities to support the faculty and curricular operations of the academic affairs function, including course planning and development, course and schedule management, and recruitment and orientation for faculty and other academics.	
<b>Job Title:</b> FSS Academic Affairs Officer V	<b>Job Title:</b> FSS Academic Affairs Officer VI
<b>Job Code:</b> S0559P	<b>Job Code:</b> S0560P
<b>Grade Level:</b> 59 <b>Exemption:</b> Exempt	<b>Grade Level:</b> 60 <b>Exemption:</b> Exempt
<b>Effective/Revision Date:</b> July 2019	<b>Effective/Revision Date:</b> July 2019
<b>Job Summary</b>	<b>Job Summary</b>
Oversee academic affairs operations including faculty support, curriculum management and training.	Direct academic affairs operations including faculty support, curriculum management and training.
<b>Typical Core Duties</b>	<b>Typical Core Duties</b>
<ul style="list-style-type: none"> <li>• Oversee course development which may include recommendation and implementation of course sequencing, and scheduling, grading processes and exam sessions</li> <li>• Act as an advising resource for faculty and other academics regarding educational strategies and formats</li> <li>• Manage the development of events and programs related to academic affairs</li> <li>• Oversee curriculum development which may include developing new courses and assessing curricular offerings</li> <li>• Identify areas for efficiency or improvement within existing policies and procedures; recommend enhancements</li> <li>• Develop and maintain data and analytical systems relevant to operations, performance measurement, and continuous improvement</li> <li>• May oversee administrative management for faculty and other academics including recruitment, appointment and development</li> <li>• May provide ongoing training and documentation</li> <li>• Act as representative at the department or school level; may represent university to external constituencies</li> <li>• Ensure compliance with University policies and procedures and applicable legal rules and regulations</li> </ul>	<ul style="list-style-type: none"> <li>• Direct course development which may include recommendation and implementation of course sequencing, scheduling, grading processes and exam sessions</li> <li>• Act as an advising resource for faculty and other academics regarding educational strategies and formats</li> <li>• Direct the development of events and programs related to academic affairs</li> <li>• Direct curriculum development which may include developing new courses and assessing curricular offerings</li> <li>• Direct the evaluation, development and implementation of administrative systems and processes</li> <li>• Develop policies and procedures; advise management and faculty on strategic program and curriculum goals</li> <li>• Direct reporting and analysis relevant to operations, performance measurement, and continuous improvement</li> <li>• May direct administrative management for faculty and other academics including recruitment, appointment and development</li> <li>• May provide ongoing training and documentation</li> <li>• Act as representative at the department or school level; represent university to external constituencies</li> <li>• Ensure compliance with University policies and procedures and applicable legal rules and regulations</li> </ul>

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Basic Qualifications	Basic Qualifications
<ul style="list-style-type: none"> <li>• Bachelor's degree or equivalent work experience required</li> <li>• Minimum of 8 years' relevant work experience</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree or equivalent work experience required</li> <li>• Minimum of 10 years' relevant work experience</li> </ul>
Additional Qualifications and Skills	Additional Qualifications and Skills
<ul style="list-style-type: none"> <li>• Master's degree in relevant field preferred</li> <li>• Knowledge of Microsoft Office Suite, advanced Excel skills</li> <li>• Strong written and verbal communication skills</li> <li>• Strong commitment to continuous process improvement</li> </ul>	<ul style="list-style-type: none"> <li>• Master's degree in relevant field</li> <li>• Knowledge of Microsoft Office Suite, advanced excel skills</li> <li>• Strong written and verbal communication skills</li> <li>• Strong commitment to continuous process improvement</li> </ul>
Certificates and Licenses	Certificates and Licenses
Physical Requirements	Physical Requirements
<ul style="list-style-type: none"> <li>• Sitting using near vision use for reading and computer use for extended periods of time</li> <li>• Lifting (approximately 20 to 30 pounds), bending, and other physical exertion</li> </ul>	<ul style="list-style-type: none"> <li>• Sitting using near vision use for reading and computer use for extended periods of time</li> <li>• Lifting (approximately 20 to 30 pounds), bending, and other physical exertion</li> </ul>
Working Conditions	Working Conditions
<ul style="list-style-type: none"> <li>• Work is performed in an office setting</li> </ul>	<ul style="list-style-type: none"> <li>• Work is performed in an office setting</li> </ul>

## Job Family Matrix

<b>Job Function:</b> Faculty and Student Services		<b>Job Family:</b> Academic Affairs - Management	
<b>Job Family Summary:</b> Perform or manage a range of responsibilities to support the faculty and curricular operations of the academic affairs function, including course planning and development, course and schedule management, and recruitment and orientation for faculty and other academics.			
<b>Job Title:</b> FSS Academic Affairs Mgt II		<b>Job Title:</b> FSS Academic Affairs Mgt III	
<b>Job Code:</b> S0556M		<b>Job Code:</b> S0557M	
<b>Grade Level:</b> 56 <b>Exemption:</b> Exempt		<b>Grade Level:</b> 57 <b>Exemption:</b> Exempt	
<b>Effective/Revision Date:</b> July 2019		<b>Effective/Revision Date:</b> July 2019	
<b>Job Summary</b>		<b>Job Summary</b>	
Manage a wide range of duties related to academic affairs including faculty support, curriculum management and training.		Manage academic affairs operations including faculty support, curriculum management and training.	
<b>Typical Core Duties</b>		<b>Typical Core Duties</b>	
<ul style="list-style-type: none"> <li>• Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment</li> <li>• Administer course development which may include recommendation and implementation of course sequencing, scheduling, grading processes and exam sessions</li> <li>• Act as an advising resource for faculty and other academics regarding educational strategies and formats</li> <li>• Plan and implement events and programs related to academic affairs</li> <li>• Explore opportunities to recruit, onboard, support, develop and evaluate faculty and other academics</li> <li>• Produce reports and analyze data pertaining to course development, teaching effort and student progress</li> <li>• May perform aspects of administrative management for faculty and other academics including recruitment, appointment and development</li> <li>• May provide ongoing training and documentation</li> <li>• Interpret program policies and procedures to advise faculty and other academics</li> <li>• Ensure compliance with University policies and procedures and applicable legal rules and regulations</li> </ul>		<ul style="list-style-type: none"> <li>• Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment</li> <li>• Manage course development which may include recommendation and implementation of course sequencing, scheduling, grading processes and exam sessions</li> <li>• Act as an advising resource for faculty and other academics regarding educational strategies and formats</li> <li>• Manage events and programs related to academic affairs</li> <li>• Review program goals, policy, curriculum, and program requirements and make recommendations for improvement</li> <li>• Develop reports and analyze statistics pertaining to course development, teaching effort and student progress</li> <li>• May manage administrative processes for faculty and other academics including recruitment, appointment and development</li> <li>• May provide ongoing training and documentation</li> <li>• Research, resolve, and provide accurate policy guidance to faculty and other academics</li> <li>• Ensure compliance with University policies and procedures and applicable legal rules and regulations</li> </ul>	
		<ul style="list-style-type: none"> <li>• Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment</li> <li>• Lead course development which may include recommendation and implementation of course sequencing, scheduling, grading processes and exam sessions</li> <li>• Act as an advising resource for faculty and other academics regarding educational strategies and formats</li> <li>• Lead curriculum development which may include developing new courses and assessing curricular offerings</li> <li>• Establish and monitor administrative systems and lead the implementation of process redesigns</li> <li>• Develop specialized reports to analyze statistics pertaining to course development, teaching effort and student progress</li> <li>• May lead administrative management for faculty and other academics including recruitment, appointment and development</li> <li>• May provide ongoing training and documentation</li> <li>• May manage departmental budget</li> <li>• May act as representative at the department or school level</li> <li>• Ensure compliance with University policies and procedures and applicable legal rules and regulations</li> </ul>	

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Additional Qualifications and Skills	Additional Qualifications and Skills	Additional Qualifications and Skills
<ul style="list-style-type: none"> <li>• Supervisory experience</li> <li>• Knowledge of Microsoft Office Suite, intermediate Excel skills</li> <li>• Strong written and verbal communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• Supervisory experience</li> <li>• Master's degree in relevant field preferred</li> <li>• Knowledge of Microsoft Office Suite, advanced Excel skills</li> <li>• Strong written and verbal communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• Supervisory experience</li> <li>• Master's degree in relevant field preferred</li> <li>• Knowledge of Microsoft Office Suite, advanced Excel skills</li> <li>• Strong written and verbal communication skills</li> </ul>
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<b>Effective/Revision Date:</b> July 2019	<b>Effective/Revision Date:</b> July 2019
<b>Job Summary</b>	<b>Job Summary</b>
Oversee academic affairs operation including faculty support, curriculum management and training.	Provide strategic direction, leadership and guidance. Direct academic affairs operation including faculty support, curriculum management and training.
<b>Typical Core Duties</b>	<b>Typical Core Duties</b>
<ul style="list-style-type: none"> <li>• Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment</li> <li>• Oversee course development which may include recommendation and implementation of course sequencing, and scheduling, grading processes and exam sessions</li> <li>• Act as an advising resource for faculty and other academics regarding educational strategies and formats</li> <li>• Oversee curriculum development which may include developing new courses and assessment of curricular offerings</li> <li>• Identify and develop administrative systems and oversee the implementation of process redesign</li> <li>• Develop and maintain data and analytical systems relevant to operations, performance measurement, and continuous improvement</li> <li>• May oversee administrative management for faculty and other academics including recruitment, appointment and development</li> <li>• Develop and implement training for staff faculty and other academics</li> <li>• May develop, manage and oversee departmental budget</li> <li>• Act as representative at the department or school level; may represent university to external constituencies</li> <li>• Ensure compliance with University policies and procedures and applicable legal rules and regulations</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment</li> <li>• Direct course development which may include recommendation and implementation of course sequencing, and scheduling, grading processes and exam sessions</li> <li>• Act as an advising resource for faculty and other academics regarding educational strategies and formats</li> <li>• Direct curriculum development which may include developing new courses and assessment of curricular offerings</li> <li>• Direct the evaluation, development and implementation of administrative systems and processes</li> <li>• Direct reporting and analysis relevant to operations, performance measurement, and continuous improvement</li> <li>• May direct administrative management for faculty and other academics including recruitment, appointment and development</li> <li>• Develop and implement training for staff faculty and other academics</li> <li>• May develop, manage and oversee departmental budget</li> <li>• Act as representative at the department or school level; represent university to external constituencies</li> <li>• Ensure compliance with University policies and procedures and applicable legal rules and regulations</li> </ul>

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<ul style="list-style-type: none"> <li>• Master's degree in relevant field preferred</li> <li>• Knowledge of Microsoft Office Suite, advanced Excel skills</li> <li>• Strong written and verbal communication skills</li> <li>• Strong commitment to continuous process improvement</li> </ul>	<ul style="list-style-type: none"> <li>• Master's degree in relevant field preferred</li> <li>• Knowledge of Microsoft Office Suite, advanced Excel skills</li> <li>• Strong written and verbal communication skills</li> <li>• Strong commitment to continuous process improvement</li> </ul>
Certificates and Licenses	Certificates and Licenses
Physical Requirements	Physical Requirements
<ul style="list-style-type: none"> <li>• Sitting using near vision use for reading and computer use for extended periods of time</li> <li>• Lifting (approximately 20 to 30 pounds), bending, and other physical exertion</li> </ul>	<ul style="list-style-type: none"> <li>• Sitting using near vision use for reading and computer use for extended periods of time</li> <li>• Lifting (approximately 20 to 30 pounds), bending, and other physical exertion</li> </ul>
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