

Job Family Matrix

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

Job Family Matrix

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

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Basic Qualifications	Basic Qualifications
<ul style="list-style-type: none"> Bachelor's degree or equivalent work experience required Minimum of 8 years' relevant work experience 	<ul style="list-style-type: none"> Bachelor's degree or equivalent work experience required Minimum of 10 years' relevant work experience
Additional Qualifications and Skills	Additional Qualifications and Skills
<ul style="list-style-type: none"> Master's degree in relevant field preferred Knowledge of Microsoft Office Suite, advanced Excel skills Strong written and verbal communication skills Strong commitment to continuous process improvement 	<ul style="list-style-type: none"> Master's degree in relevant field Knowledge of Microsoft Office Suite, advanced excel skills Strong written and verbal communication skills Strong commitment to continuous process improvement
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Job Family Matrix

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

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Job Code: S0559M	Job Code: S0560M
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Effective/Revision Date: July 2019	Effective/Revision Date: July 2019
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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.
Typical Core Duties	
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