

Faculty and Student Services Job Function

FSS Academic Affairs Mgt II

Grade: 56

Job Code: S0556M

Job Family: Academic Affairs

Job Family Matrix: [Academic Affairs Matrix](#)

Summary

Manage a wide range of duties related to academic affairs including faculty support, curriculum management and training.

Core Duties

- 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

Basic Qualifications

- Bachelor's degree or equivalent work experience required
- Minimum of 3 years' relevant work experience

Additional Qualifications and Skills

- Supervisory experience
- Knowledge of Microsoft Office Suite, intermediate Excel skills
- Strong written and verbal communication skills

Certificates and Licenses

Physical Requirements

- 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

- Work is performed in an office setting