

Faculty and Student Services Job Function

FSS Academic Affairs Mgt III

Grade: 57

Job Code: S0557M

Job Family: Academic Affairs

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

Summary

Manage academic affairs operations 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
- 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

Basic Qualifications

- Bachelor's degree or equivalent work experience required
- Minimum of 5 years' relevant work experience

Additional Qualifications and Skills

- Supervisory experience
- Master's degree in relevant field preferred
- Knowledge of Microsoft Office Suite, advanced 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

