Faculty and Student Services Job Function

FSS Academic Affairs Mgt IV
Grade: 58
Job Code: S0558M
Job Family: Academic Affairs
Job Family Matrix: Academic Affairs Matrix

Summary
Manage and plan 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
- 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

Basic Qualifications
- Bachelor's degree or equivalent work experience required
- Minimum of 7 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