

Faculty and Student Services Job Function

FSS Academic Affairs Mgt V

Grade: 59

Job Code: S0559M

Job Family: Academic Affairs

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

Summary

Oversee academic affairs operation 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
- 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
- Oversee curriculum development which may include developing new courses and assessment of curricular offerings
- Identify and develop administrative systems and oversee the implementation of process redesign
- 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
- Develop and implement training for staff faculty and other academics
- May develop, manage and oversee departmental budget
- 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

Basic Qualifications

- Bachelor's degree or equivalent work experience required
- Minimum of 8 years' relevant work experience
- Supervisory experience

Additional Qualifications and Skills

- 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

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