

## Faculty and Student Services Job Function

### FSS Academic Affairs Mgt VI

Grade: 60

Job Code: S0560M

Job Family: Academic Affairs

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

#### Summary

Provide strategic direction, leadership and guidance. Direct 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
- Direct 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
- Direct curriculum development which may include developing new courses and assessment of curricular offerings
- Direct the evaluation, development and implementation of administrative systems and processes
- 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
- 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; 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 10 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