

## Faculty and Student Services Job Function

### FSS Academic Affairs Officer III

Grade: 57

Job Code: S0557P

Job Family: Academic Affairs

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

#### Summary

Independently plan and implement academic affairs operations including faculty support, curriculum management and training.

#### Core Duties

- 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

- Knowledge of Microsoft Office Suite, intermediate 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