

Faculty and Student Services Job Function

FSS Academic Affairs Officer IV

Grade: 58

Job Code: S0558P

Job Family: Academic Affairs

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

Summary

Lead the delivery of academic affairs operations including faculty support, curriculum management and training.

Core Duties

- 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
- Develop events and programs related to academic affairs
- Lead curriculum development which may include developing new courses and assessing curricular offerings
- Assist senior management in formulating policies and procedures; make recommendations to improve overall administration
- 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
- 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 7 years' relevant work experience

Additional Qualifications and Skills

- 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