Faculty and Student Services Job Function

FSS Academic Affairs Officer V
Grade: 59
Job Code: S0559P
Job Family: Academic Affairs
Job Family Matrix: [Academic Affairs Matrix](#)

Summary
Oversee academic affairs operations including faculty support, curriculum management and training.

Core Duties
- 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
- Manage the development of events and programs related to academic affairs
- Oversee curriculum development which may include developing new courses and assessing curricular offerings
- Identify areas for efficiency or improvement within existing policies and procedures; recommend enhancements
- 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
- May provide ongoing training and documentation
- 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

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