AUBURN
Human Resources

Admstr, Academic Affairs

Job Description

JOB INFORMATION

Job Code	AA87
Job Description Title	Admstr, Academic Affairs
Pay Grade	AA09
Range Minimum	$49,030
33rd %	$58,840
Range Midpoint	$63,740
67th %	$68,640
Range Maximum	$78,450
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/10/2022

JOB FAMILY AND FUNCTION

Job Family:	Academic Services & Administration
Job Function:	Academic Programs

JOB SUMMARY

Reporting to the Assistant Provost for Academic Effectiveness, oversees academic affairs processes at both undergraduate and graduate levels.

RESPONSIBILITIES

- Responsible for the administration of the Student Academic Honesty Code, including the provision of information for faculty, staff, and students. Responsible for the preparation of materials for hearings and the maintenance of confidential files regarding violations of the Student Academic Honesty Code. Facilitates the Academic Honesty process scheduling committee meetings to include contacting committee members, faculty, and students and preparation of materials and files.
- Manages all curriculum processes for both undergraduate and graduate levels. Collaborates with the Office of the Registrar, academic units, and graduate school to ensure dedicated services properly assist faculty in the processes related to the Core Curriculum & General Education Committee, University Curriculum Committee and Graduate Council Committee approvals are followed and accessible.
- Responsible for the Administrator Review process administered by the Office of the Provost. Monitors and tracks mandatory review processes ensuring faculty are scheduled, contacted, and prepared for reviews. Collaborates with the Senate Administrator Review Committee during the process.
- Oversees faculty award programs and processes to include monitoring timelines, initiating awards, and arranging committees and meetings to review and recommend outstanding faculty. Ensures process runs smoothly and expeditiously.
- Manages the processes of the Lectures Committee. Collaborates with the University Program Council to augment the instructional programs of the University by supporting speakers of distinctive scholarship and accomplishment of interest to students, faculty, and staff. Coordinates, schedules of lectures series and programs across campus in order to maximize promotion of series/programs and collaboratively utilize funds to the greatest benefit of campus.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	No specific discipline.	and	5 years of	Experience in higher education in areas such as academic affairs, student affairs, or curriculum development or related area.	

Substitutions Allowed for Experience	Yes
Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of higher education institutions	
Excellent written and oral communication skills	
Strong interpersonal skills with the ability to partner and collaborate with a wide-variety of academic leaders, staff, and faculty	
Strong analytical skills	
Ability to maintain highly confidential information and managing participants through stressful situations.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:
Ability to see information in print and/or electronically.