

JOB INFORMATION

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| Job Code | AA02A |
| Job Description Title | Admstr I, Academic Programs |
| Pay Grade | AA07 |
| Range Minimum | \$40,200 |
| 33rd % | \$46,910 |
| Range Midpoint | \$50,260 |
| 67th % | \$53,610 |
| Range Maximum | \$60,310 |
| Exemption Status | Exempt |
| Approved Date: | 7/14/2025 3:31:13 PM |

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Coordinates and/or directs all aspects of academic-related program(s) and service(s).

RESPONSIBILITIES

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| <ul style="list-style-type: none"> Plans, designs, develops, executes, and/or manages strategies and programs for academic-related programs, groups, or services (may assist in this function rather than be solely responsible in the lower-level jobs of the family). Assists program head with a variety of high-level administrative/professional program support responsibilities. Coordinates program or service activities to ensure relevant guidelines, specifications, policy, and/or procedures are enforced and followed. Provides information to and facilitates communication between administrators, faculty, staff, and students concerning programs/services. Maintains relevant databases to ensure accurate and accessible records. May coordinate and organize courses/classes to include activities such as student registration, room scheduling, and ensuring appropriate equipment is available. Monitors budget and grant funding and ensures expenditures are within specifications and in line with spending projections; may research, write, submit, and/or administer grants and proposals for submission. Prepares, reviews, and edits an assortment of communications through various media outlets. Plans and implements the management of resource development activities. |
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SUPERVISORY RESPONSIBILITIES

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|----------------------------|---|
| Supervisory Responsibility | May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees. |
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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 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 | 0 years of | experience in project or program administration. | |
| Master's Degree | For positions that require the employee to teach, a Master's degree will be required. | | | | |

Substitutions Allowed for Education ☐ Yes

Substitution allowed for Education: When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

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 |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Atmospheric Conditions | | | | | X |
| Vibration | | | | | X |

Vision Requirements:

Ability to see information in print and/or electronically.