
Auburn University Job Description

Job Title: **Admstr, Academic Affairs**

Job Family: No Family

Job Code: **AA87**

Grade AA09 \$45,100 - \$72,200

FLSA status: Exempt

Job Summary

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

Essential Functions

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.

Supervisory Responsibility

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

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	No specific discipline.
Experience (yrs.)	5	Experience in higher education in areas such as academic affairs, student affairs, or curriculum development or related area.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions 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 Required Knowledge

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.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

Date: 11/10/2022
