

## FACULTY AND STUDENT SERVICES JOB FUNCTION

### Academic Affairs Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
59E	Academic Affairs Management III	<p>Bachelor's degree</p> <p>8+ years of progressive academic affairs management experience</p> <p>Advanced knowledge of academic affairs</p>	<ul style="list-style-type: none"> <li>• Responsible for maintaining and promoting the quality, accessibility and integrity of the educational process and learning environment for a school</li> <li>• Works in coordination with key faculty leaders to oversee strategic academic planning, co-curricular planning, section management and academic advising</li> <li>• Responsible and accountable for overall academic program design</li> <li>• Participates in the recruiting and appointing of regular and visiting faculty</li> <li>• Create department budget</li> <li>• Leads program wide initiatives outside the academic affairs department</li> <li>• Serves on various academic committees</li> </ul>	<p><b>IMPACT</b> Substantial impact on operations, resources, or University's reputation</p> <p><b>SCOPE</b> Typically manages the academic affairs with over 1000 students or has program responsibility for a school with more than 2000 students or a program at the highest level of complexity</p>	<p><b>RECEIVED</b> <b>Under Limited Direction:</b> Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. Incumbents have discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p><b>GIVEN Manages:</b> Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area.</p>

**NOTE:**

- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
- 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
- 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion