

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
56E* or 56N	Academic Affairs Officer I	Bachelor's degree 3+ years experience in student services Supervisory experience	<ul style="list-style-type: none"> • Develops departmental policies and procedures • Analyzes statistics, and creates strategies to make the academic office more efficient • Provides a strategic perspective on course management and teaching outcomes • Participates in curriculum design • Provides consultative services to faculty around course design and technology in education • Evaluates courses and/or programs; makes recommendations for changes and modifications • Creates and manages departmental budget; allocates funds across areas • Facilitates courtesy appointments for visiting scholars • Arranges for visiting speakers • Coordinates logistics, security and space for courses and programs 	<p>IMPACT Some impact on operations, resources, or University's reputation</p> <p>SCOPE Provides comprehensive academic affairs information for a school</p>	<p>RECEIVED Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.</p> <p>GIVEN Individual Contributor: Works independently or as part of a team to achieve results.</p> <p style="text-align: center;">AND/OR</p> <p>Supervises: Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions.</p>

**Exemption status is determined by FLSA testing*

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