

## 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
57E	Academic Affairs Officer II / Management I	Bachelor's degree  5+ years of progressive student services experience  Supervisory experience  Advanced knowledge of academic affairs	<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>• Manages the program and long term strategic plan</li> <li>• At a management level, interfaces with other student services areas to promote overall mission and strategic direction for student services as a whole</li> <li>• Participates in program design and direction for key topics</li> <li>• Recommends new course offerings</li> <li>• Counsels students on academic issues and areas of interest</li> <li>• Supervises, in a tutorial setting, student projects</li> <li>• Evaluates and places students into academic internships</li> <li>• Analyzes student records and certifies students for degrees; makes recommendations for honors degree recipients</li> </ul>	<p><b>IMPACT</b> Moderate impact on operations, resources, or University's reputation</p> <p><b>SCOPE</b> Typically manages the academic affairs function for a school with 200 - 600 students or has program responsibility for a school with over 1000 students or a program at a medium level of complexity</p>	<p><b>RECEIVED</b> <b>Under General Direction:</b> 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><b>GIVEN</b> <b>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