# FACULTY AND STUDENT SERVICES JOB FUNCTION

## Academic Affairs Family

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| 57E   | Academic Affairs Officer II / Management I | Bachelor’s degree  
5+ years of progressive student services experience  
Supervisory experience  
Advanced knowledge of academic affairs | • Responsible for maintaining and promoting the quality, accessibility and integrity of the educational process and learning environment for a school  
• Manages the program and long term strategic plan  
• At a management level, interfaces with other student services areas to promote overall mission and strategic direction for student services as a whole  
• Participates in program design and direction for key topics  
• Recommends new course offerings  
• Counsels students on academic issues and areas of interest  
• Supervises, in a tutorial setting, student projects  
• Evaluates and places students into academic internships  
• Analyzes student records and certifies students for degrees; makes recommendations for honors degree recipients | IMPACT  
Moderate impact on operations, resources, or University’s reputation  
SCOPE  
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 | 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.  
GIVEN  
Manages: 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. |

**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