

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
55N	Academic Affairs Supervisor I	Bachelor's degree 2+ years experience in student services	<ul style="list-style-type: none"> • Advises students in the construction of schedules and core curriculum, major and elective requirements • Monitors, recommends and implements steps relating to students' academic progress • Serves as technical resource and/or section supervisor • Facilitates committee meetings for faculty searches • Documents minutes of faculty evaluation committees • Edits and distributes documents for school appointment committee <p>Must have bona fide supervisory duties excluding this position from the HUCTW bargaining unit; otherwise, this position is an HUCTW – Coordinator, grade 55</p>	<p>IMPACT Some impact on operations, resources, or University's reputation</p> <p>SCOPE Provides support and general 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. Incumbents have discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.</p> <p>GIVEN Supervises: Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions.</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