

Job Description

Position Title: Manager, Academic Affairs

Job Group: Academic Affairs

Job Level Group: Manager/Supervisor/Lead

FLSA Status: Exempt

Position Summary:

The Manager, Academic Affairs manages complex projects and programs. Provides supervision, manages budgets, implements strategic plans. Interprets policies and procedures of the Academic Affairs department. Oversees internal and external projects, conducts research, analyzes data, and produces reports. Serves as representative on committees, task forces, and working groups.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Conducts research on various academic topics. Compiles and analyzes data and provides data interpretation for the Vice Provost for Academic Affairs and Student Learning.
2. Supervises, mentors, prioritizes, and assigns work to employees; conducts performance evaluations, approves timecards, and oversees budget.
3. Serves on committees and work groups to assist in planning and operational development as related to Academic Affairs and Student Learning. Provides recommendations and insight to assist in reaching goals and objectives.
4. Interacts with various internal and external groups on behalf of Academic Affairs and in support of college initiatives.
5. Provides assistance and guidance to faculty, adjuncts, and administrators regarding curriculum development and modification. Prepares research and reports when benchmarking potential new programs for development.
6. Prepares current Labor Market Reports, EMSI Data, for various program meetings and advisory boards. Compiles current program data from a variety of Pima Reports.
7. Creates and manages dashboards and other information graphics on behalf of the Vice Provost for Academic Affairs and Student Learning.
8. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of advising and counseling practices
2. Knowledge and application of various instructional methodologies
3. Knowledge of internal and external customer service principles and practices

4. Skill in organization, coordination and management
5. Skill in effective communication (both written and oral)
6. Skill in positive, productive and flexible customer service
7. Ability to apply analytical and critical thinking skills with the ability draw conclusions and prepare accurate reports of results

Supervision:

- Supervises work of others, including planning, assigning and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity, and signing employee(s) performance evaluation. May have responsibility for making decisions on hiring, termination and pay adjustments.

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Student Success: My position allows me the opportunity to support student success as well as improve access and retention.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in related field required
 - Three (3) to Five (5) years of related experience required.
 - Five plus (5+) years of related experience preferred.
 - One (1) to Three (3) years of supervisory experience required.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment Background Check Required
- Some evening or weekend work hours