Position Title: **Director of Academic Affairs**

Department: Academic Affairs

Reports To: Vice President for Academic Affairs

Classification/ FLSA Status: Level II (Exempt Administrative)

Primary Function: The director of academic affairs, under general supervision, facilitates the smooth operation of the educational program, oversees administrative and academic assessment processes, and performs duties governed generally by broad instructions, objectives and policies involving frequently changing conditions and problems.

Key Responsibilities:

1. To plan and facilitate the Academy of Chiropractic Philosophers (ACP) and Diplomate for the Academy of Chiropractic Philosophers (DACP) and other college-offered post-graduate programs.

2. To manage the Office of Academic Affairs and ensure the execution of office activities, committee work and deadlines.

3. To serve as the primary liaison between the Office of Academic Affairs and internal and external stakeholders, fostering strong relationships and effective communication.

4. To oversee initiatives of the Office of Academic Affairs and promote a culture of continuous improvement by encouraging innovation in teaching, learning and academic administration.

5. To collaborate with the Offices of Academic Support, Institutional Effectiveness and Student Affairs to identify and execute solutions related to academic student life, policies and concerns.

6. To monitor inventory and maintain office supplies ensuring fiscal responsibility and alignment with budgetary constraints.

7. To maintain a comprehensive and up-to-date library of academic and all existing policies, procedures, and revisions to policies, ensuring accessibility and compliance.

8. To maintain and uphold the accuracy of the Faculty Handbook, academic catalog, college committees and membership roster and other important academic documents.

9. To facilitate the preparation, agenda setting, documentation and minute composition of committee meetings, ensuring effective communication and follow-up.

10. To ensure timely facilitation of quarterly academic and assessment procedures.

11. To maintain an orderly, accurate and confidential filing system for the Office of Academic Affairs including faculty personnel files and contracts, course syllabi and examination archives.

12. To direct faculty onboarding and development programs to enhance academic effectiveness and quality.

13. To participate in academic and institutional committees, such as the Student Affairs and Academic Affairs Committees, promoting collaborative decision-making and shared governance.

14. To serve as the chair of the Academic Affairs Appeals Committee and the Faculty Development Committee.

15. To lend enthusiastic support to college policies and to fellow co-workers and to participate in the annual Lyceum program.

16. To assume such other duties as assigned by the vice president for academic affairs.

Basic Knowledge and Skills:

1. Bachelor's degree in Communications, English or related field, with at least three years of experience in higher education, or an equivalent combination of education and experience.

2. Strong organizational skills with the ability to manage multiple projects and priorities effectively.

3. Excellent written and verbal communication skills, with the ability to present complex information clearly.

4. Strong interpersonal skills, with the ability to build relationships and work collaboratively with diverse stakeholders.

5. Strong critical-thinking and problem-solving skills, with a focus on evidence-based decision-making.

6. Ability to exercise sound judgment and discretion in handling sensitive and confidential information.

7. Proficiency in Microsoft Office Suite, including advanced skills in Word and Excel.

8. Familiarity with academic software and learning management systems.

9. Commitment to continuous learning, professional growth and development.

10. An orientation toward service and teamwork, with a high degree of comfort with change.

Physical demands and work environment:

Physical Demands: While performing the duties of this job, the employee is occasionally required to walk, stand/sit; use hands to finger, handle or feel objects or controls; reach with hands and arms; talk and hear. Specific vision abilities required by the job include close vision, distance vision and the ability to adjust focus. Occasional crouching and kneeling may be required and carrying with weight limit of 25 lbs. Strains/stresses may be related to computer use.

Work environment: While performing the duties of this job the employee works in a controlled work environment and the noise level in the work environment is usually minimal.

General sign-off: The employee is expected to adhere to all college policies and to act as a role model in the adherence to policies.

I have read and understand this explanation and job description:

_____ _____/_____/_____

Employee Signature Date