Position Title: **Coordinator for Academic Affairs**

Department: Academic Affairs

Reports To: Director of Academic Affairs

Classification/ FLSA Status: Level II (Exempt Administrative)

Primary Function: The coordinator for academic affairs, under general supervision, performs complex administrative support duties, facilitates the smooth operation of the educational program, and the college, and performs duties governed generally by broad instructions, objectives and policies involving frequently changing conditions and problems.

Key Responsibilities:

1. To assist the Office of Academic Affairs regarding activities, committee work, and deadlines.

2. To communicate specific information from the Office of Academic Affairs with persons on- and off-campus.

3. To provide general administrative support to the Office of Academic Affairs including the deans of basic and clinical sciences and the center for innovation in teaching and learning.

4. To assist the director in planning and facilitating the Academy of Chiropractic Philosophers (ACP) and Diplomate for the Academy of Chiropractic Philosophers (DACP) program.

5. To inventory and maintain office supplies for the Office of Academic Affairs.

6. To maintain the records of the document libraries for accreditation, including but not limited to the library of institutional, accreditation and departmental reports, as well as any internal or external tracking instruments and/or documentation required to ensure compliance with accreditation standards.

7. To schedule, prepare agendas and record, type and distribute the minutes of any appropriate committee meetings, as directed.

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

9. To maintain a working knowledge of all academic policies and maintain proposed revisions to policies.

10. To maintain and ensure that all faculty personnel files and contracts are complete and current and ensure all newly hired faculty members receive a copy of the *Faculty Handbook.*

11. To maintain an orderly filing system for the academic office: to facilitate and manage submission of updated course syllabi prior to onset of each course; and maintain current copies (electronic) of quarterly syllabi for all classes.

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

13. To assume such other duties as assigned by the director of academic affairs or vice president for academic affairs.

Basic Knowledge and Skills:

1. Bachelor's degree in communications, English or similar, plus three or more years related work experience; experience in higher education preferred.

2. Orientation toward continuous learning, professional growth and skills development.

3. Commitment to honest self-reflection and the open exchange of direct feedback.

4. Demonstrated proficient writing, proofreading and organizational skills.

5. Effective and autonomous prioritization and coordination of intra- and interdepartmental projects.

6. Exercise judgment and discretion in applying departmental policies and procedures.

7. Ability to follow instructions as well as to take initiative.

8. Commitment to service- and team-oriented work and environment.

9. Demonstrated ability to compose and prepare accurate reports, records and correspondence.

10. Demonstrated professionalism in oral and written communication.

11. Ability to perform critical, deadline-driven tasks while maintaining a spirit of collegiality and enthusiasm.

12. A high degree of creativity, critical-thinking and problem-solving skills.

13. A commitment to and an understanding of the importance of confidentiality.

14. Computer: MS 365, with a very high degree of skill with Word and Excel.

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