

ACADEMIC DEPARTMENT COORDINATOR

Function of Job:

Under administrative review from Department Chair, provide administrative academic support to faculty and students in large, complex academic department, which includes undergraduate, graduate, and special programs; assist dean with administrative matters, and supervise department office staff and operations.

Characteristic Duties and Responsibilities:

1. Assist department chair in daily administrative functions and with undergraduate and graduate program operations, including scheduling and faculty assignments.
2. Manage all main office operations of the department.
3. Assist departmental faculty in academic matters in such areas as reviewing academic records, international student issues, and course assignments.
4. Coordinate all academic advising for students and prospective students in the department.
5. Train and provide consultation to faculty advisors; advise undergraduate students with majors in department.
6. Write and edit department program informational materials and present informational programs to students.
7. Assemble data, prepare administrative reports and handle communications for Department Chair as requested.
8. Hire, train, supervise, and evaluate staff as assigned.
9. Coordinate faculty recruitment and hiring, including tenure track and other instructional faculty.
10. Provide initial contact for prospective students and parents and orientation for students in department majors as assigned.
11. Coordinate graduate assistantships and compliance with laboratory research issues.
12. Review and recommend changes in internal operating and academic procedures, as necessary.
13. Assist in resolving problems and responding to questions concerning academic department.
14. Coordinate departmental information and processes with various campus departments.
15. Perform related duties, as assigned.

Minimum Acceptable Qualifications:

1. Master's degree and five years of related experience in higher education.
2. Academic advising experience.
3. Excellent interpersonal skills.
4. Experience with student information systems.
5. Supervisory experience.

Additional Desirable Qualifications:

1. Degree (s) in field which is related to department to which assigned.
2. Administrative experience gained in the school or college to which assigned.

3/30/2001
System Approval

2/5/2001
Effective Date