

ASSISTANT MANAGER FOR ACADEMIC AFFAIRS*

Function of Job:

Under administrative direction of responsible academic administrator, assist with discretion and judgment on matters affecting academic affairs, and serve as liaison, contact and resource person on special projects and programs in support of academic affairs.

Characteristic Duties and Responsibilities:

1. Coordinate and handle sensitive matters on behalf of academic administrator with administrative offices, departmental chairpersons, faculty and staff, with discretion and independent judgment.
2. Assist in administrative relations with administrative offices, departmental chairpersons, and faculty as assigned.
3. Coordinate promotion and tenure matters for the college.
4. Act in an advisory capacity on matters involving the academic administrator's office.
5. Assist academic administrator, as delegated, with correspondence, personal contact, research and other special assignments.
6. Assist in the coordination of summer session or academic year planning as assigned.
7. Serve as an information source on, and assist with, special projects; initiate and implement special projects as assigned.
8. Oversee assigned facilities matters, such as technology and space needs.
9. Assist with budget development and revision as required.
10. Represent academic administrator and/or moderate at special meetings and/or chair committees related to assignments.
11. Assist departments in handling training needs as requested.
12. Prepare and/or compile detailed reports as assigned by academic administrator.
13. Supervise/train office support staff as assigned.
14. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. Bachelor's degree and five years of related experience in higher education.
2. Excellent communication and interpersonal skills.
3. High degree of personal discretion, diplomacy and judgment.
4. Familiarity with academic roles, rules, policies, procedures, and faculty issues.

5/4/01
System Approval

10/21/00
Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

*Revised – original approved 7/29/86 as Assistant to the Dean