

## COLLEGE ACADEMIC AFFAIRS COORDINATOR

### **Function of Job:**

Under administrative review from academic administrator, provide administrative academic support to academic administrators, faculty and students, including undergraduate, graduate, and special programs in the college; handle academic matters, such as advising, reporting, and data collection; and operational functions, such as those related to facilities and special events.

### **Characteristic Duties and Responsibilities:**

1. Assist academic administrator in daily administrative functions and with undergraduate and graduate issues, including suspension and dismissal as well as resolving problems.
2. Advise students, process academic audits, and prepare transcripts for academic administrator's review.
3. Work with registrar and academic committees on academic matters related to students in the college, including course registration and graduation issues, seat assignments, and academic standards cases.
4. Coordinate departmental information, issues, and processes and serve as college liaison with various campus departments.
5. Manage physical plant matters for the college, including redesign, repair and renovations, environmental health and safety issues, cleaning services, and emergency response.
6. Hire, train, supervise, and evaluate staff/students as assigned.
7. Collect data and analyze trends and make predictions, such as college graduation rates and classroom seat/space allocations.
8. Review college internal operating and administrative procedures and implement changes to improve efficiency.
9. Coordinate and manage college special events for students.
10. Assume responsibility for special projects as assigned.
11. Perform related duties, as assigned.

### **Minimum Acceptable Qualifications:**

1. Master's degree and five years of related experience in higher education or doctorate and three years' experience, including two years of supervisory experience.
2. Academic advising experience.
3. Effective interpersonal skills.
4. Experience with student information systems/computer software as required by department.

### **Additional Desirable Qualifications:**

1. Degree (s) in field related to college to which assigned.
2. Administrative experience gained in college to which assigned.

8/12/13  
System Approval

8/5/13  
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.