Title: Academic Director

Pay Scale Group: 14-1

Essential Function

Under general supervision from a designated administrator, develop and implement academic programs, curriculum, needs assessment and supervise/coordinate academic staff. Primary responsibility for the administration of an academic program or unit; with at least 75% or more of the work assigned to the position; administrative work elements are considered secondary, non-academic, and must not exceed 25% of the work assigned;

Characteristic Duties

Duties must be directly related to conducting, directing, or assisting in an academic program or academic unit, or directing or assisting with the direction of an academic advising office or center;

Responsible for program assessment to increase and advance service levels; responsible for policy execution and results; prepare and update program materials including oversight of timelines and deadlines; communicate major policy changes affecting students and university partners;

Other related duties as assigned.

Minimum Qualifications

Academic positions will require specific educational credentials and experience related to the program for which the position is responsible.