

**Sul Ross State University**  
**Position Description**

**Official Title:** Coordinator for Academic Affairs

**Job Code:** 3917

**Salary Group:** Unclassified (3)

**Summary Function:** Assists the Provost in the Operation and Management of Academic Affairs

**Scope:** Provides executive-level support to the Provost and directs, manages, and supports the overall business needs of Academic Affairs and the Office of the Provost. Supervises and performs office operations in the Office of Academic Affairs, organizes and executes special projects, and facilitates and coordinates specific tasks within Academic Affairs. The position works with the President's Office, Institutional Effectiveness, Research, and Sponsored Programs, Registrar's Office, Academic Departments, Library, Research Centers and Institutes, academic deans, department chairs, program directors, and faculty.

**Duties:** Essential:

- Oversees the operations of Academic Affairs at the university as directed by the Provost.
- Provides strategic advice and demonstrates discretion on confidential matters
- Assists the Provost with the University publications handled in the Provost's office, such as the catalog, academic calendar, and faculty handbook.
- Organizes events such as the new faculty onboarding, the outstanding teaching award, the outstanding scholar's award, and the annual faculty award celebration event.
- Assists with the operation of *Akademios*, the online bookstore.
- Assist with the operation of *interfolio* for the tenure and promotion process.
- Directs special projects as assigned by the Provost.
- Assists in the organization and preparation of meetings: all-faculty meetings, chairs' meetings, Academic Affairs meetings, Executive Council meetings, and the Board of Regents meetings.
- Assists and supports the Curriculum Council.
- Helps prepare motions for the Board of Regents meeting.
- Supports the organization of commencement, convocations, and honors ceremonies.
- Provides leadership functions in supporting and meeting with direct reports when the Provost is not available: Library, Lobo Den, Registrar's Office, the Office of Institutional Effectiveness, and Academic Deans.

**Supervision**

Received: Receives general supervision from the university Provost.

Given: Supervision will vary according to current tasks.

**Education**

Required: B.A.

Preferred: M.A.

**Experience**

Required: Four years of related experience.

Preferred: 5 years of experience working in a director or management capacity in a university setting.

**Equipment/Skills**

Required: The successful candidate must be proficient in Microsoft Word, Excel, PowerPoint, and Outlook; a committed leader and team player with the ability to function independently and as part of a team; possess excellent verbal and written communication skills; function effectively in a fast-paced environment; complete multiple projects simultaneously; flexible, tactful, and patient in all circumstances; readily adaptable to changing circumstances and priorities; possess excellent interpersonal communication and organizational skills; and have the initiative to take on new and innovative projects.

**Working Conditions**

Usual: Normal office conditions, Monday - Friday, 8 am - 5 pm; however, some evenings and weekends may be required; the position is exempt from overtime compensation.

**The position is Security Sensitive.**

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director and the President.

Date: 1/10/23