

**USF Job Class Description**

JOB CODE: 1108
JOB TITLE: Academic Services Administrator
PAY BAND: E
FLSA: Exempt
CBU: 29
Effective 12/01/2010

Job Title: Academic Services Administrator**Job Summary**

An Academic Services Administrator is responsible for the administration of a specific academic program, project, service, or function to include academic program planning, implementation and evaluation. This job performs administrative functions directly related to academic instruction.

Nature of Work

This position generally reports to a member of the faculty with administrative duties, such as a Dean, Associate or Assistant Dean, Department Chair, or Academic Program Director, but may also report to an administrative department directly supporting instructional functions. Academic Administrators are involved in a broad range of administrative duties supporting instruction, including matters such as curriculum development, evaluating quality and methods of instruction, researching and recommending new programs and/or revisions to existing programs, establishing and maintaining academic standards and degree requirements, accreditation matters, course scheduling and space allocation, program marketing and recruitment. An Academic Administrator must maintain extensive knowledge of university, college, and department policies and procedures, and be able to interpret and apply them to support faculty and students. This is administrative and analytical work which is directly related to the academic mission of the university, requiring the application of discretion and judgment on matters of significance with respect to curriculum, course management and instruction. As such the duties of this position are intended to qualify for exempt status under the administrative duties exemption of the Fair Labor Standards Act. The duties of this position are distinguished from positions providing general business administration support to academic departments, which would not be appropriate for this classification.

Examples of Duties

The following list provides examples of the most typical duties for positions in this job class. Individual positions may not include all of the examples listed, nor does the list include all of the work that may be assigned to positions in this job class.

- Administer academic policies and advise faculty, staff, and students on policy matters related to the academic program.
- Fulfill department or unit responsibilities for admissions recruitment and program

marketing.

- Supervise administrative staff supporting the academic program to fulfill program support requirements.
- Analyze quantitative and qualitative data to produce reports for internal and external use, including accreditation reviews.
- Write reports and prepare presentations about the academic program, instructional activity, program planning, etc.
- Develop the semesterly course schedule for graduate, undergraduate, and distance learning courses. Coordinate space requirements and classroom logistics as needed to ensure seamless delivery of instruction.
- Coordinate the submission and development process for new course offerings, new programs, and program revisions.
- Serve as a liaison with other academic and administrative departments regarding the academic program, representing the program on cross-functional teams, policy committee, and work groups.
- Coordinate the recruitment and credentialing of adjunct faculty.
- Prepare materials and assessments for posting via online web pages.
- Schedule Graduate Assistants, Interns, Physician preceptors, patients, and other personnel and/or subjects required to meet instructional requirements.
- Perform other administrative and analytical duties supporting the academic mission of the department, college, or unit.

Minimum Qualification Requirements

This position requires a Master's degree in education or a field of study related to the academic program, or a Bachelor's degree in those same fields with a minimum of two years of experience.