



|                   |   |                    |                   |
|-------------------|---|--------------------|-------------------|
| <b>Job Title</b>  | Associate Director, Academic Support Services | <b>Job Code</b>    | AA0434            |
| <b>Pay Plan</b>   | A&P   | <b>Pay Grade</b>   | 19                |
| <b>Union</b>      | Non-Union                                     | <b>FLSA Status</b> | Exempt            |
| <b>Job Family</b> | Academic and Program Management               | <b>Union Code</b>  | 0                 |
|                   |   | <b>Subfamily</b>   | Academic Services |

**Job Family & Subfamily Summary**

**Academic and Program Management Professionals** develop, administer, or support programs that enhance the learning environment for students or faculty development.

**Academic Services Professionals** provide services and support for operations of academic programs.

**Job Summary**

Oversees all aspects of a program, including advising, recruiting, orientation, program assessment.

**Representative Duties**

1.

- Maintains the catalog
- Oversees policy development and enforcement
- Supervises laboratory management
- Conducts and coordinates outreach to K-12 and state colleges, and maintains alumni relations
- Produces college marketing materials including the annual report and magazine advertising
- Attends regional and national conferences to promote the college

| <b>Education, Experience, Skill Requirements</b>                          |                 |                  |
|---|-----------------|------------------|
|   | <b>Required</b> | <b>Preferred</b> |
| <b>Education Level</b>  | Bachelor's      | Master's         |
| <b>Certification(s)</b>   |                 |                  |
| <b>Licensure(s)</b>   |                 |                  |
| <b>Work Experience</b>  |                 |                  |
| 6+ years of relevant work experience<br>2+ years of leadership experience |                 |                  |
| <b>Additional Requirements</b>  |                 |                  |
|   |                 |                  |

| <b>Physical/Environmental Demands</b>                       |
|---|
| Standard office environment with no unique physical demands |

**This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.**