OFFICE OF ACADEMIC AFFAIRS
DIRECTOR OF ACADEMIC ADMINISTRATION

Full-time: with benefits

BASIC JOB DESCRIPTION: The Director of Academic Administration provides administrative leadership for the efficiency, effectiveness, and integrity of the operation of the academic enterprise. Reporting to the Provost and Vice President for Academic Affairs, the Director is responsible for providing direction and support for operations that support the academic goals of the University. The position requires expertise in business process and workflow design and management; financial and other data management, analysis, and communication; and higher education policy and practice research. The Director; must exercise the highest standard of confidentiality, integrity, and professionalism in all duties.

QUALIFICATIONS: Master’s degree in Business, Economics, Library Science, Higher Education Administration or other relevant field required. Minimum of seven years of work experience in a higher education environment strongly preferred. The successful candidate will work as part of a team to ensure a positive, proactive, professional, efficient, and effective office environment. Successful candidates will demonstrate: the ability to plan, organize, and implement the short- and long-term operations of a complex, multi-campus academic program; skill in providing the scope and design for new or revised operations, business processes, and workflow, overseeing their testing and implementation, and communicating effectively with multiple University constituents; advanced technological skill, including facility with data systems related to Provost Office data and information (experience with Banner is strongly preferred); thorough knowledge of many aspects of academic administration, including personnel matters, resource planning and modeling, policy development, and work flow; experience with higher education accreditation.

ESSENTIAL JOB FUNCTIONS: Work closely with the Provost and the Executive Assistant to the Provost in conducting any task that facilitates the efficiency and effectiveness of academic administrative functions; Work with colleagues in the Office of the Provost and Vice President for Academic Affairs, as well as with other academic and University leaders, to improve and professionalize the Office’s operations, business processes, workflow, and communications; Analyze and present financial, personnel, faculty, and academic data, as well as information on higher education policies and practices, for the Provost and senior academic leaders to inform planning and decision-making; Conduct budget analyses, create financial models, and analyze financial scenarios to inform academic program planning and decision-making; Conduct research on higher education administrative practices to inform the reengineering of administrative systems and processes; Maximize the use of Banner and other technology solutions for administrative efficiency, effectiveness, and integrity; Develop and oversee the Administrative Support II professional in implementing communication strategies for keeping faculty and staff apprised of and involved in academic planning processes and progress, celebration of academic accomplishments, and progress on key academic initiatives; Develop and oversee the Administrative Support II professional in managing content of the Provost’s Office webpage; Write or edit presentations, reports, policy statements, and other documents; Compose, revise, and communicate policies, procedures, guidelines, and other documents that are initiated in the Office of the Provost and Vice President for Academic Affairs; Respond to project requests from other administrative offices; Support the Board of Trustees Academic Affairs Committee; Serve as institutional liaison to the Southern Association of Colleges and Schools. Assist academic leaders with SACS substantive change documentation and processes. Work collaboratively with the Director of Institutional Research and Planning, and leaders throughout the University in developing accreditation documentation. Maintain calendar of all University academic accreditation processes, and coordinate University-level review of and action on professional program accreditation processes; Oversee the five-year academic program review process; Facilitate annual reporting (using WEAPE) of goals, objectives, metrics and results for the Office of the Provost and Vice President for Academic Affairs and all reporting units; Other duties as assigned

WORKING CONDITIONS: Requires some physical effort, i.e. some standing and walking, frequent light lifting (5-10 lbs); and manual dexterity in the operation of office equipment; extended periods of time at a keyboard; perceptual demands for color, sound, form, and depth; occasional hours outside the normal University schedule.

APPLICATION PROCEDURE: Please submit a letter of application, which address the qualifications, a resume, and/or application, with names, addresses, and telephone numbers of three professional references to Stetson University, Inc.; Office of Human Resources; 421 N Woodland Boulevard, Unit 8327, DeLand, FL 32723. FAX: (386) 822-7562 E-MAIL: humres@stetson.edu.

Stetson University is an Equal Opportunity Employer that affirms cultural diversity and inclusion as a core value of academic excellence at Stetson University. We are committed to achieving equal access in education, employment, and participation through the recruitment and retention of outstanding faculty, staff, and students from diverse backgrounds, and to meaningful academic and intellectual transformation in curriculum, research and service. We are dedicated to actions and policies that foster a community in which individuals with various identities, cultures, backgrounds, and viewpoints work together to create opportunities for engagement through rewarding and fulfilling careers and personal experiences in a culturally and racially diverse society and a globalized world. We strongly encourage members of historically under-represented and economically-disadvantaged groups and women to apply for employment. Stetson University is an EEO, ADA, ADEA, and GINA employer.