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**JOB POSTING
OFFICE OF HUMAN RESOURCES
October 21, 2026**

POSITION: Academic Affairs Coordinator

DIVISION: Academic Affairs

STATUS: Non-Exempt, Monday through Friday, 8:30 a.m. to 4:30 p.m.

Salary information: \$25.00 to 29.87/hour

BENEFITS:

- Medical Dental Vision Health Savings Account Flexible Spending Account
- TIAA Retirement with 8% college contribution after one year of employment
- Free EAP Counseling Services

Function

Provide support to the Provost and Vice President of Academic Affairs (PVPAA) in management and coordination of office responsibilities. Under the direction of the PVPAA, serve as liaison, contact, and resource person on matters affecting Academic Affairs. This is an on-site position in Seneca Falls, NY and is not eligible for remote work.

Organizational Relationships

Reports to the Provost and Vice President of Academic Affairs.
Supervises the Academic Affairs Administrative Assistant.

Specific Duties and Responsibilities

- Provide high-level staff support to the PVPAA as needed.
- Maintain the highest level of confidentiality and discretion when handling sensitive student, personnel, and institutional information, in accordance with College policies and applicable laws.
- Serve as an information source on, assist with, carry out, and monitor special projects as assigned.
- Assist with Academic Affairs budget development and revision as required. Monitor Academic Affairs budgets with special attention to salary lines and prepare budget transfers as needed. Serve as information source for academic supervisors regarding their budgets as required.
- Under the direction of the PVPAA, assist in preparation of Academic Affairs reports to the Board of Trustees.
- Assist PVPAA in preparation of annual evaluations for direct reports.
- Coordinate annual updates to departmental overarching development plans (ODPs) and self-reports.

- Coordinate and handle sensitive matters with administrative offices, academic supervisors, faculty, and staff, with discretion and independent judgment, as required.
- Act in an advisory capacity on matters involving Academic Affairs policies and procedures.
- Collaborate with Human Resources, academic supervisors, Committee on Faculty Appointments and Promotions, Instructional Technology, etc. to ensure that faculty and staff hires and changes in employment status are processed. Track all information required for Academic Affairs and Human Resources personnel files to ensure completion.
- Manage the end-to-end faculty appointment renewal process in collaboration with Academic Affairs deans and directors, including coordinating renewal information, obtaining PVPAA approvals, preparing, and distributing appointment letters and corresponding teaching schedules, and ensuring timely completion of annual full-time faculty renewals and trimester-based adjunct faculty renewals.
- Coordinate the faculty evaluation notification process in collaboration with academic supervisors.
- Calculate and process faculty overload and track load balancing at the end of each trimester in collaboration with the academic supervisors.
- Oversee the organization of Academic Policy Committee meetings, in collaboration with committee chair. Participate in meetings and take and distribute minutes. Send items for input and final faculty vote. Secure PVPAA and President's approval for policy changes. Distribute approved revisions as appropriate. Ensure revised policies are updated in Catalogs and Student Guide. Monitor membership.
- Oversee the organization of Faculty Handbook meetings, in collaboration with committee chair. Participate in meetings and take and distribute minutes. Secure PVPAA, President and Board of Trustees approval of revisions. Update Faculty Handbook. Post Faculty Handbook on-line. Distribute revisions. Monitor membership.
- Oversee curriculum proposal document submission and Curriculum Committee approval process. Secure PVPAA and President's approval for curriculum changes and send to Institutional Effectiveness for outside agency approvals. Distribute approved changes to appropriate departments. Track implementation dates.
- Coordinate, review, and update of the Academic Affairs Policy and Procedure Manual. Distribute and track revisions.
- Assist Academic Affairs departments in training newly hired office support staff as needed.
- Monitor changes in academic policies and procedures and make recommendations to the PVPAA regarding appropriate modifications in Academic Affairs Policy and Procedure manual and other documents as needed.
- Participate on committees as requested. Perform duties as assigned.
- Update office procedure manual as needed.
- Other duties as assigned.

METHODS OF ACCOUNTABILITY:

- Performance evaluations by the Provost and Vice President of Academic Affairs.

MENTAL AND PHYSICAL REQUIREMENTS:

- Excellent written, oral, and communication skills.
- Ability to evaluate and prioritize workload.
- Ability to work independently and allow for frequent interruptions.
- Attention to detail and accuracy.
- Ability to handle high level of discretion, confidentiality, and judgment.
- Demonstrate dependability through consistent attendance, punctuality, and reliable availability during scheduled work hours.
- Familiarity with academic roles, policies, and procedures.

QUALIFICATIONS:

Associate degree in a related field required; bachelor's degree preferred. A minimum of three years of relevant experience is required. An equivalent combination of education and relevant experience may be considered in lieu of the degree requirement. Proficiency in Microsoft Office applications and the ability to learn and effectively use new software systems and technology.

Northeast College of Health Sciences is committed to creating a culture of diversity, equity, inclusion, and belonging with our college campus community. In support of our institutional values, we acknowledge each person's unique experience, perspective, and ability as contributions that both enrich our community and enhance the professions and people we serve. As such, the College is dedicated to providing equitable opportunities to all future and current employees.

If you are interested in applying for this position; please submit a cover letter of interest, resume and contact information for three professional references to: the Office of Human Resources, 2360 State Route 89, Seneca Falls, NY 13148, or e-mail your response to: humanresources@northeastcollege.edu

** Employment is subject to the favorable result of a background investigation and where applicable, confirmation of appropriate degrees and credentialing.*

Northeast College of Health Sciences is an Equal Opportunity employer and does not discriminate against students or employees on the basis of age, race, color, creed, gender, sexual orientation, or handicapping conditions (or any other protected status) in its educational programs, financial aid, activities, admissions and employment practices.