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**JOB POSTING  
OFFICE OF HUMAN RESOURCES  
October 4, 2022**

**POSITION:** Academic Affairs Coordinator  
**DEPARTMENT:** Academic Affairs  
**DIVISION:** Academic Affairs  
**HOURS:** Full-Time, Monday- Friday, 8:30- 4:30

**Function**

Provide support to the directors of the undergraduate programs in management and coordination of office responsibilities. Under the direction of the directors, serve as liaison, contact, and resource person on matters affecting undergraduate programs. Provide coverage in absence of Academic Affairs Manager.

**Organizational Relationships**

Reports to the Academic Affairs Manager.

**Specific Duties and Responsibilities**

- Provide staff support to the undergraduate program directors.
- Serve as an information source on, assist with, carry out, and monitor special projects as assigned.
- Monitor undergraduate program budgets with special attention to salary lines and prepare budget transfers as needed. Serve as information source for undergraduate program directors regarding their budgets as required.
- Assist Academic Affairs Manager with organization of Academic Affairs division meetings. Assist with handouts for faculty to include Academic Affairs Standing Committee reports, departmental updates, etc. Participate in meeting and take minutes. Ensure that deadlines are adhered to, concerns are addressed, and track completion.
- Coordinate annual updates to undergraduate program departmental overarching development plans (ODPs) and self-reports.
- Coordinate and handle sensitive matters with administrative offices, deans, directors, faculty, and staff, with discretion and independent judgment, as required.
- Act in an advisory capacity on matters involving undergraduate program policies and procedures.
- Under the direction of the Vice President of Finance, assist the Academic Affairs Manager with the annual NCMIC insurance application renewal. Process applications throughout the year as needed.
- Collaborate with Academic Affairs Manager, Human Resources, deans, directors, Committee on Faculty Appointments and Promotions, Instructional Technology, etc. to ensure that undergraduate program 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.

- Collaborate with Academic Affairs manager to secure office space, telephone, computer, keys, and track equipment and rooms, etc. for undergraduate program faculty and staff. Submit work orders and information services request forms as necessary for new hires, terminations, and office moves.
- Assist Academic Affairs Manager with the annual undergraduate program faculty appointment renewal in collaboration with directors.
- Coordinate the undergraduate program faculty evaluation notification process in collaboration with directors.
- Collaborate with Academic Affairs Manager to calculate and process undergraduate program faculty overload and track load balancing at the end of each trimester for directors.
- Assist with promotion, rank assignment, and faculty excellence awards processes in collaboration with the Academic Affairs Manager, Committee on Faculty Appointments and Promotions and Faculty Excellence Awards Committee chairs.
- Assist with the organization of Academic Policy Committee meetings, in collaboration with committee chair and Academic Affairs Manager. Participate in meetings and take and distribute minutes. Send items for input and final faculty vote. Secure Provost and Vice President of Academic Affairs (P&VPAA) and President's approval for policy changes. Distribute approved revisions as appropriate. Ensure revised policies are updated in Catalog and Student Guide. Monitor membership.
- Assist with the organization of Faculty Handbook meetings, in collaboration with committee chair and Academic Affairs Manager. Participate in meetings and take and distribute minutes. Secure P&VPAA, President and Board of Trustees approval of revisions. Update Faculty Handbook. Post Faculty Handbook on-line. Distribute revisions. Monitor membership.
- Secure P&VPAA and President's approval for undergraduate curriculum changes and send to Institutional Effectiveness for outside agency approvals. Distribute approved changes to appropriate departments. Track implementation dates and ensure Catalog and Student Guide are updated.
- Assist Academic Affairs Manager with reviewing and updating the Academic Affairs Policy and Procedure Manual. Distribute and track revisions.
- Assist with the review and update of the Faculty Handbook and Catalog and Student Guide.
- Monitor changes in undergraduate program academic policies and make recommendations to the Academic Affairs Manager regarding appropriate modifications in Academic Affairs policies and procedures and other documents as needed.
- Track and secure professional license and CPR training updates for undergraduate program faculty.
- 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 Academic Affairs Manager.
- Director satisfaction with undergraduate services.

**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.
- Familiarity with academic roles, policies, and procedures.

**QUALIFICATIONS:**

- Associates degree in a related field preferred, and a minimum of five years administrative assistant experience.
- Knowledge of Microsoft software packages.
- Knowledge of shorthand/transcription desired.

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](mailto:humanresources@northeastcollege.edu)

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

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