Job Description: Director of Academic Services

The Director of Academic Services shall be appointed by the Board of Trustees upon the recommendation of the President. The salary and term of office shall be fixed by the Board of Trustees upon the recommendation of the President. This position reports to the Dean of Academic Affairs.

Qualifications:
A Master's degree and background in higher education is preferred. Strong written, oral, and interpersonal communication skills as well as organization, problem-solving, and multi-tasking skills are required.

Description:
Responsibilities of this position include working with the Dean of Academic Affairs in managing general education and transfer programs, creating course schedules, assisting with faculty and student issues, conducting research, preparing program reviews, and participating in other special projects. This is a full-time, FLSA exempt position covered by the Public School Retirement System of Missouri (PSRS).

The Director of Academic Services shall:

1. Prepare class schedules for Dean’s review;
2. Conduct research relating to instructional services and facilities as deemed necessary by the Dean of Academic Affairs;
3. Collect, interpret, and present data for the continuous evaluation and revision of academic programs;
4. Assist in the supervision of the evening program;
5. Supervise updates to course syllabi for academic course offerings;
6. Participate in accreditation activities from North Central Association of Colleges and Secondary Schools;
7. Work with other College departments and programs as deemed necessary by the Dean of Academic Affairs;
8. Recruit and recommend for hire adjunct faculty for on-campus programs;
9. Assist with preparation of fall and spring workshops;
10. Review degree applications prior to final approval by the Dean of Academic Affairs;
11. Serve on committees as assigned by the Dean of Academic Affairs;
12. Assist the Dean of Academic Affairs in supervising all areas assigned to the Dean;
13. Work with students and faculty to resolve conflicts;
14. Coordinate textbook selection and review process;
15. Assist with general education assessment activities including the coordination of testing and surveys;
16. Perform other duties as assigned by the Dean of Academic Affairs.