POSITION PURPOSE:
The Academic Associate works with Associate Academic Deans, Discipline Coordinators, and Program Coordinators in their respective area of study on development of academic affairs related matters, primarily developing the academic schedule and assignment of courses to faculty within that program area. The Associate reviews academic affairs mailbox for submitted proposals, edits the proposals so that they are in the proper format with the proper information, such as designator information, prerequisites, elective type, etc. The Associate prepares the agenda for any areas of study meetings in consultation with the Dean or Associate Dean. In addition to attending meetings, the Associate is responsible for sending information and reports to respective stakeholders. The Associate is responsible for administrative details within the area of study.

SUPERVISORY AND OTHER RELATIONSHIPS:
This position reports directly to the Coordinator of Faculty Workload and collaborates with their respective Program Area Dean who has dotted line oversight. The position is expected to have substantial relationships with Associate Academic Deans, Discipline Coordinators, Program Coordinators and faculty as well as the Director of Scheduling and Online Programs. The incumbent is expected to represent the College and the student records profession in a positive manner and to collaborate with academic and student services departments to contribute to the retention of students.

EXAMPLES OF DUTIES:
The following examples of duties illustrate the general range of tasks assigned to the position, but are not intended to define the limits of required duties. Other essential duties may be assigned consistent with the general scope of the position. As a member of the Program Area Dean’s team, the Academic Associate is accountable for supporting their respective division through the work of the Program Area Dean. The Associate supports the academic division in the following ways:

A. Administrative Tasks Collaborate with all staff within the respective area of study. This accountability includes such essential tasks as:
   a. Develop and maintain faculty workload reports. In addition, the Associate will coordinate faculty, Discipline Coordinator and Program coordinator compensation reports.
   b. In collaboration with HR Shared Services, upload and maintain part-time lecturer (PTL) information for batch processing in accordance with all collective bargaining agreements
   c. Collaborate with campus faculty secretaries to schedule rooms for classes on the respective campus.
   d. Analyze and report scheduling trends to the Program Area Dean and Associate Academic Deans, as well as the Coordinator of Faculty Workload during the continuous scheduling process.
   e. Update appropriate college documents: institutional syllabi; course descriptions for the college catalog; general education information for the college catalog, elective types for the college catalog; program pages for the college catalog and matriculation guides and submit those changes to the Director of Catalog and Special Projects.
   f. Coordinate the flow of curriculum change documentation through the respective CT State and CSCU procedures. Forwarding the curriculum proposals to the Provost’s office and securing the appropriate signatures, making copies for the appropriate offices.
B. Other Duties as Assigned Perform administrative tasks within the Academic Affairs Division. This accountability includes such essential tasks as:
   a. Support the Academic Affairs Division and associated staff in preparing divisional communications, reports, and proposals for a broad set of audiences
   b. Serve on selected committees.
   c. Attend conferences and maintain a commitment to CT State’s overarching goals, including initiatives encouraging equity and diversity.

PROFESSIONAL PARTICIPATION AND DEVELOPMENT
In addition to the accountabilities listed above, the incumbent is required to carry out the essential duties of:

- Attendance and participation at convocation, commencement and honors ceremonies;
- Service on assigned committees and task forces;
- Attendance and participation at, committee, staff, informational and professional meetings.
- Maintain currency in the position’s required fields of professional expertise and competencies including computer skills and other bodies of knowledge required for job proficiency.
- Maintain strict confidentiality of student records and other materials or information of a confidential or sensitive nature.

QUALIFICATIONS:
Incumbents must possess proven ability to effectively work with a culturally, linguistically, and ethnically diverse faculty, staff, and students. They are expected to have excellent oral and written communication skills along with strong Information technology literacy skills such as Microsoft Office (Word, Excel, Outlook, Teams etc.)
Incumbents are required to have demonstrated advanced knowledge and abilities in the following:

- Experience with Banner or other student information system.
- Knowledge and experience in use of software used to produce a college schedule including Banner, Ad Astra, EMS Campus, Coursedog, etc.
- Demonstrated understanding of developing schedules that align with collective bargaining agreements.
- Knowledge of student records practices and methods accepted by the higher education field.
- Demonstrated knowledge of computerized and manual systems for collecting, preserving and reporting student information.
- Sensitivity to and ability to work with the diverse academic; socioeconomic, cultural and ethnic backgrounds of members of the College community, including those with disabilities.
- Experience working in continuous quality improvement processes, preferred.

These skills and abilities typically are acquired through a combination of education, training and experience which would include an Associate’s degree in an appropriately related field together with up to three years of related experience; or a combination of education, training and experience which would lead to the competencies required for successful performance of the position’s essential duties.

WORK ENVIRONMENT
The incumbent typically performs work in offices, conference rooms and in locations where groups of students, faculty and staff gather. The work does not, normally, involve any significant physical effort. The incumbent may travel to public sites to make presentations as well as travel to regional or central meetings and conferences.