



Connecticut State Community College  
Job Description  
Academic Associate of Schedule and Faculty Workload

Salary Level:  
CCP 17 (subject to Willis)

Date Approved/Revised:  
3/18/22

---

**Position Purpose**

The Academic Associate works with Academic Deans, Associate Academic Deans, Academic 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 Academic Associate acts as liaison between administrators and faculty to assess course assignments and modalities. In collaboration with the Coordinator of Faculty workload, the Associate provides analyses and recommendations on enrollment trends and types of courses to offer. The Associate reviews curriculum and schedule requests and enters modifications into appropriate technology platforms (e.g., Banner, Acalog, Curriculog, etc.). The Associate is responsible for sending information and reports to respective stakeholders.

**Supervisory and Other Relationships**

This position reports directly to the Coordinator of Faculty Workload under the Director of Scheduling and Online Programs and collaborates with their respective Academic Dean who has dotted line oversight. The position is expected to have substantial relationships with Associate Academic Deans, Academic Discipline Coordinators, Program Coordinators, and faculty. 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.

**Major Accountabilities**

The Academic Associate is accountable for providing administrative services in support of the College's academic programs through effective performance in these essential functional areas:

- Faculty Administration;
- Course Administration;
- Business Administration;
- Course Scheduling

**Examples of Duties**

The following examples of duties and accountabilities 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.

A. *Faculty Administration:* The Academic Associate is accountable for providing useful administrative support to the Academic Dean and Associate Academic Deans in staffing and guiding department faculty. This accountability includes such essential tasks as:

1. Assisting with assessing faculty workloads and making recommendations on changes. This includes interpreting collective bargaining agreements and assigning workload as applicable and providing workload related compensation details for payment;
2. Assisting with preparing and maintaining faculty and course data; Assisting with developing and preparing informational and procedural documents and schedules for faculty members.
3. Develop and maintain faculty workload reports. In addition, the Specialist will coordinate faculty, Academic Discipline Coordinator, and Program Coordinator compensation reports when applicable.
4. In collaboration with HR Shared Services, upload and maintain part-time lecturer (PTL) information for batch processing in accordance with all collective bargaining agreements

5. Ensure that Faculty Workload forms are processed accurately and in keeping with the timelines established by HR Shared Services.
6. Make adjustments to draft Faculty Workload forms and PTL information in response to course cancellations/additions and other faculty assignments and process course cancellations as directed by the Academic Dean and/or Associate Academic Deans.

**B. Course Administration:** The Academic Associate is accountable for contributing to successful administration of the College's academic programs and courses. This accountability includes such essential tasks as:

1. Assisting with researching enrollment and population trends to assess demands for the College's course offerings;
2. Assisting with recommending continuation or elimination of courses based on their utilization and relevance to the College's academic goals;
3. Update, as appropriate, the specialized curriculum and catalog management software

**C. Business Administration:** The Academic Associate is accountable for contributing to the effective operation of the Dean's office. This accountability includes such essential tasks as:

1. Assisting with budget management and analysis when scheduling modalities occur (such as pivots to online instruction instead of traditional on ground courses), and will make recommendations to appropriate supervisors/managers regarding budgetary implications of scheduling changes while trying to balance student success needs;
2. Assisting with performing and participating in administrative services for daytime and evening and online instructional services including such tasks as preparing schedules and materials.

**D. Course Scheduling-** The Academic Associate is accountable for contributing to effective course scheduling. This accountability includes such essential tasks as

1. Gather recommended schedules from Academic Discipline Coordinators, Program Coordinators, and Associate Academic Deans, develop comprehensive draft semester and/or terms schedules, and distribute to Academic Deans and others for review according to established timelines.
2. Assist with developing and monitoring a single multi-campus college schedule
3. Assist with providing an innovative and robust course schedule utilizing technology
4. Ensure that Academic course schedules for all semesters and terms are created accurately and on time.
5. Assist with publishing final course schedules on website

### **Professional Participation and Development**

In addition to the accountabilities listed above, the position is required to carry out the essential duties of:

- Attendance and participation at convocation and commencement 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 such as 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 a Bachelor's degree in an appropriately related field together with two to five 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**

Incumbents typically perform their work in offices. The work does not, normally, involve any significant physical effort. Reasonable accommodation will be made for incumbents with physical limitations.