

UNIVERSITY ACADEMIC AFFAIRS PROGRAM OFFICER, MANOADEFINITION

This is administrative staff work in assisting the Vice President for Academic Affairs in the development and administration of academic programs and their associated activities. Work involves responsibility for providing staff assistance to academic programs and policy; the monitoring of the operations of a variety of specialized academic programs and activities; the coordinating of the administration of a variety of academic support activities, e.g., preparation of catalogues, guidelines, procedures, etc.; the collection of data and the conduct of academic program studies and evaluations; the provision of technical information and interpretation of academic policies, procedures, requirements, etc.; the conduct of research relating to academic programs and their operations, administration, planning, and evaluation; the preparation of data and information relating to collective bargaining and contract administration as it relates to academic affairs; the preparations of reports, position papers, analyses, draft manuscripts, inquiry responses, etc. relating to academic affairs and program operations and administration; the services as representative of the Office of the Vice President for Academic Affairs to a variety of groups, agencies, and individuals within and outside the University; and assists in a variety of academic administrative activities as may be assigned by the Vice President. Work entails considerable contact with senior systemwide administrators and campus administrators legislative committees and their staffs, faculty, students and State agencies. Work is reviewed by the Vice President for adherence to general policy guidelines and results achieved.

The establishment of the class Academic Affairs Program Officer and assignment of the class to Salary Range M04-AM is approved effective January 1, 1986.

Albert J. Simone
President

Jan 17, 1986
Date