



WILLIAM JESSUP
UNIVERSITY

JOB TITLE: Associate Academic Director

DEPARTMENT: San Jose

SUPERVISOR: Academic Dean, San Jose

FLSA STATUS: Exempt

MAJOR PURPOSE:

William Jessup University, San Jose seeks an individual who reflects a passionate desire to assist the Academic Dean and department and can work effectively and collaboratively with the academic team and faculty. Together with the Academic team, the Associate Academic Director will promote quality academic processes as a part of the overall institutional academic function. The Associate Academic Director will assist the adult student population in ways consistent with their unique needs and in a manner that encourages and strengthens students' academic progress, success, and the overall quality of the academic experience.

ESSENTIAL FUNCTIONS:

Serve as Designated School Official (DSO) for the San Jose Campus

Responsible for updating SEVIS and advising students on all matters related to their immigration status while studying; Assist in keeping the school compliant with state, national, and organizational standards of compliance.

Faculty Hiring and Support

Manage faculty hiring, orientation, training, and support; Facilitate all faculty related communications regarding hiring, course scheduling, instructional materials, etc.; Submit payroll for faculty according to University payroll structure and schedule; Organize faculty evaluation process while maintaining the security of records.

Campus and Course Scheduling

Prepare course schedules for the Academic Dean's review; Manage course scheduling processes for the San Jose Campus; Maintain moderately complex filing systems and records; Schedule the use of classrooms, facilities, and meeting rooms.

Curriculum / Online Learning Platform, Moodle

Responsible for the support, implementation, delivery, and maintenance of content, and other resources used for instructional functions on the learning management system used by the University; Supervise

updates to course syllabi for academic course offerings as directed by the Academic Dean; Collect, interpret, and present data for the continuous evaluation and revision of academic programs.

Textbook Management / Tree of Life Bookstore

Coordinate textbook selection and review process; Process textbook adoptions; Provide presentations of general information relating to Tree of Life; Order and maintain all instructional materials for faculty.

Academic Event Planning

Organize and conduct departmental events, as directed, by securing space, equipment, food, preparing invitations, announcements, agendas, brochures, and packets, and assist with the events.

Support the department by performing all other duties and academic projects as assigned by the Academic Dean.

QUALIFICATIONS:

Education/Certifications:

Bachelor Degree required.

Master's Degree desirable.

Required Knowledge:

A balanced work history within higher education and industry is preferred.

Five years combined work experience in higher ed and industry is preferred.

Skills/Abilities:

Excellent interpersonal and communication skills; teaching or public speaking experience preferred.

Ability to build rapport with a variety of constituents.

Attention to detail and successful organizational skills.

Problem-solving skills, dependable, cooperative, multitasking, responsible, and patient.

Computer proficiency.

Ability to maintain confidentiality.

Ability to work a flexible schedule—occasional weekends and evenings required.

Sensitivity to the needs of a diverse student population, including minority and international students.

ENVIRONMENT:

The employee agrees to promote the values and mission of WJU as a private Christ-centered University and live a life consistent with biblical principles. The employee shall conduct himself/herself in a manner consistent with the Community Covenant and Statement of Faith. Additionally, the employee may play a formative role in the spiritual lives of students in a manner consistent with the Community Covenant and Statement of Faith. This may include leading devotions and/or spiritual formation groups and seeking other opportunities consistent with a biblical spiritual formation role.

WORKING CONDITIONS:

The employee is regularly in a typical, air-conditioned office environment with adequate light; moderate noise levels; and tile, concrete, and carpeted floors. There are no hazardous or significantly unpleasant conditions.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:

While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, crouch and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 50 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description are intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that to perform this job successfully, I must be able to perform the essential duties with or without accommodation. If I am requesting any reasonable accommodations in order to perform my job, I must immediately inform my supervisor or Human Resources.

Employee Signature

Date