



**JOB TITLE:** Academic Contract & Program Development Coordinator

**DEPARTMENT:** VP of Academic Affairs (VPAA)

**SUPERVISOR:** VPAA

**FLSA STATUS:** Non-Exempt

**MAJOR PURPOSE:**

Under the direction of the Vice President of Academic Affairs (VPAA), the Academic Contract & Program Development Coordinator will facilitate the adjunct hiring and compensation process, and new program development processes.

Depending on experience, this position may be hybrid or possibly fully-remote, after an on-campus training period.

The pay range for this position is generally: \$21.50-24.50 per hour. Individual pay is generally determined by a number of factors including job-related skills, experience, relevant education or training and location.

**ESSENTIAL FUNCTIONS:**

- Communicate with school Deans and Administrative Assistants to ensure hiring and pay processes are followed
- Generate & monitor adjunct contracts for all academic sessions and course delivery modalities
- Create & monitor course design and course revision contracts
- Create contracts for Supplemental Instruction, Student Teaching Supervisors & Applied Lessons as well as other one-off situations
- Monitor and process FT faculty overload payments
- Prepare bi-weekly pay data to provide to payroll
- Monitor ACA/CA hours and any related regulation-driven best practices
- Ensure adjunct onboarding and training requirements are met
- Update and process CAMS changes, including adding new faculty
- Working with the Executive Assistant to the VPAA, provide textbook system support to faculty
- Work with Registrar's office to ensure course coverage and contract & schedule adjustments
- Assisting the Registrar's office with balancing demand for certain course offering time slots with individual department needs
- Working with the school administrative assistants, ensure that syllabi are collected and archived each semester
- Multiple points of data collection, monitoring and analysis
- Maintain accurate records of contracts, changes, and approvals
- Generate data reports for various departments, including compensation reports and course enrollment reports

- Working with VPAA team, provide process improvement recommendations and customer centered solutions
- Work with the VPAA to implement communications and process relative to academic program development, including communication with stakeholders about the status of projects.
- Research and implement policy relative to program development, including the monitoring of internal and external requirements, limitations, and resources.
- Other duties as assigned

## **QUALIFICATIONS:**

### **EDUCATION/CERTIFICATIONS:**

- Bachelor's Degree (BA/BS) or equivalent work experience.

### **EXPERIENCE:**

- Minimum of 1-2 years of administrative professional experience, preferably at a higher education institution
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- Experience with Microsoft Suite, particularly Excel (including formulas and pivot tables) and Google Apps

### **SKILLS & ABILITIES:**

- Proven ability to work independently to meet deadlines
- Ability to maintain confidentiality
- Excellent research, written, verbal and interpersonal communication skills
- Attention to detail and insistent on correct information and data, both verbal and written
- Demonstrated experience to manage complex operations and systems
- Sound Christian testimony
- Ability to formulate and implement policies and procedures
- Ability to work with a diverse faculty team and staff

## **WORKING ENVIRONMENT:**

The employee agrees to promote the values and mission of William Jessup University 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 office environment with adequate light and moderate noise levels. No hazardous or significantly unpleasant conditions. Air-conditioned buildings; tile, concrete and carpeted floors.

**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 20 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 is 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 if I have any physical limitations or require any reasonable accommodations in order to perform my job, I must immediately inform administration.

Employee Signature

Date