



# NATIONAL AMERICAN UNIVERSITY

## POSITION DESCRIPTION

### Richardson Campus

To apply submit an employment application ([click here for application](#)), resume, and letter of interest to: Campus Executive Officer  
300 N Coit Road, Ste. 225, Richardson, TX 75080

**I. POSITION TITLE:** Academic Coordinator

**II. EMPLOYEE CLASSIFICATION:** Administrative

**III. JOB CLASSIFICATION:** Exempt

**IV. ACCOUNTABLE/REPORTS TO:** Campus Executive Officer with dotted line authority to the Regional Vice President for Academic Operations and Learner Services.

**V. DUTY HOURS:** A minimum of forty hours per week, plus other hours as may be necessary to complete job duties. A combination of day, evening, and weekend hours are required. Some travel may be required.

**VI. MINIMUM REQUIREMENTS:**

**EDUCATION:** Bachelor's degree required, master's degree preferred.

**EXPERIENCE:** Proven experience within a higher education setting with emphasis working with students to achieve academic success and providing student services; minimum of two years management experience.

**PHYSICAL:** Ability to reach bends, lifts, and carries up to 40 pounds to move boxes of books, etc. Good hearing, listening, and speaking abilities.

**SKILLS EXPECTATIONS:** Strong in interpersonal communications skills, and analytical abilities with good math skills, the ability to type at least 20 wpm and excellent organizational skills. Energetic; customer-oriented attitude; excellent organizational and computer skills; self-motivated and goal oriented; ability to facilitate team effort as well as ability to work independently; excellent written/oral and interpersonal communication skills; ability to work quickly to meet deadlines; strong work ethic, and willingness to learn and improve in all aspects of the position.

**VII. BASIC FUNCTION/PURPOSE OF THE POSITION:** To coordinate the administration of academic programs offered at National American University's education center in a manner that serves the best interest of students, maintains the highest standards of academic integrity in support of the mission of the university as defined by the university president and the board of governors.

## **VIII. DUTIES/RESPONSIBILITIES/EXPECTATIONS OF THE POSITION:**

- \* A. Assist in recruiting, hiring, orienting, and training faculty and assigned staff which includes assuring that assigned faculty members hold the appropriate teaching credentials.
- \* B. Assist in quarterly faculty evaluations and coaching sessions.
- \* C. Coordinate the student registration process for on-campus and online courses each quarter.
- \* D. Enroll students in CampusVue, update student contact information, enter assessment test scores, and other daily processes.
- \* E. Develop a quarterly class schedule and participate in weekly attendance meetings.
- \* F. Work in collaboration with the Distance Learning Dean of Academic Operations to contact campus-based students if they stop attending online courses.
- \* G. Coordinate quarterly assessments, process mid-term progress alert forms, manage career placement services and workshops.
- \* H. Track daily registrations and update weekly goal report and monitor quarterly tutoring service usage.
- \* I. Monitor students who withdraw from courses and improve processes to increase retention; monitor registrations to ensure accuracy in academic advising.
- \* J. Utilize Microsoft Office and CampusVue to produce documents and interpret data; monitor online orientation completion and continually review and update the content.
- \* K. Serve on student conduct committee.
- \* L. Assist in the inventory, ordering and distribution of instructor material.
- \* M. Responsible for the formulation of a representative student government, which plans and implements events and activities of cultural, social and/or recreational natures.
- \* N. Assist in compiling book order, stocking books, and book inventories; assist students by selling/returning books and merchandise.
- \* O. Advise assigned students and maintain student academic records and files to ensure they represent an accurate, complete and current account of student's academic progress.
- \* P. Coordinate SAP appeals and completion of SAP letters; complete Change of Registration forms and Change of Program forms.
- \* Q. Audit all course pre-requisites and student and instructor overload reports.
- \* R. Monitor transcript evaluation requests to ensure that official transcript evaluations are

received and reviewed with students in a timely manner.

- \* S. Complete grade change forms and incomplete grade forms.
- \* T. Assist with the quarterly academic awards/honors program and participate in student orientations.
- \* U. Coordinate and submit graduate applications; review student requests for course overload, independent study requests and course substitution forms.
- \* V. Monitor communication with at-risk students to ensure their academic success.
- \* W. Facilitate the grade grievance process as defined by academic policy.
- \* X. Other duties as assigned.

**IX. COOPERATIVE RELATIONSHIPS WITH THE FOLLOWING:** All staff, faculty, students and visitors at the campus as well as system administrators and system academic officers.

**X. LIMITS OF AUTHORITY:** As defined by the policies, procedures and practices of the university and/or university president.

National American University reserves the right to alter this position's job description/job duties to meet the needs and goals of the institution.

\* Denotes essential elements of the position.