



NATIONAL AMERICAN UNIVERSITY

POSITION DESCRIPTION

West Region

To apply submit an employment application ([click here for application](#)),
resume, and letter of interest to: **Regional Vice President**
8242 S University Drive, Ste. 100, Centennial, CO 80122

- I. POSITION TITLE:** Regional Academic & Learner Services Dean
- II. EMPLOYEE CLASSIFICATION:** Administration
- III. JOB CLASSIFICATION:** Exempt
- IV. ACCOUNTABLE/REPORTS TO:** Regional Vice President with a dotted line to Regional Vice President for Academic and Learner Services
- V. POSITIONS REPORTING TO THIS POSITION:** None
- VI. DUTY HOURS:** The basic work week shall be 40 hours plus such additional time as is necessary to accomplish the basic function/purpose. Some evening and weekend hours may be required. Inter-region travel involved as needed.
- VII. MINIMUM REQUIREMENTS:**
 - EDUCATION:** Master's degree required
 - EXPERIENCE:** A minimum of three to five years experience in management and human resource development plus three years teaching experience at the post-secondary level; academic dean experienced required.
 - PHYSICAL:** Good vision and hearing; good manual and finger dexterity; able to sit for long periods of time; occasionally exert force to lift and/or move objects up to 40 lbs.
 - SKILLS EXPECTATIONS:** Must have a strong ability to plan, organize, direct and control. Must possess excellent interpersonal, problem-solving, verbal and written communication skills; proven training skills.
- VIII. BASIC FUNCTION/PURPOSE OF THE POSITION:** To assist in the coordination of the administration of academic programs and learner services offered at National American University 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.

IX. DUTIES/RESPONSIBILITIES/EXPECTATIONS OF THE POSITION:

- * A. Conduct new hire employee training and reinforcement training for academic employees at all regional locations including successful retention initiatives and use of Campus VUE.
- * B. Assist in monitoring class instruction to ensure students receive high quality learning experiences which contribute to the achievement of the academic goals established by the university.
- * C. Provide initial and ongoing training and technical expertise support in Campus VUE for academic deans and learner services coordinators.
- * D. Assist in advising and counseling academic deans and learner services coordinators in connection with academic and personnel issues affecting their campuses.
- * E. Submit recommendations to campus academic deans, executive officers, and regional vice president for academic and learner services on process and continuous quality improvement issues and/or initiatives.
- * F. Assist in auditing student academic records and files to ensure files represent an accurate, complete, and current account of student's academic progress.
- * G. Monitor and conduct audits including required course pre-requisites for students, posted daily attendance by faculty, faculty credentials, student online orientation completion, assessment reporting compliance, completion of quarterly reports, and student faculty evaluations on a quarterly basis; provide advice and guidance to academic deans and learner services coordinators in order to improve performance.
- * H. Assist in overseeing and monitoring faculty training and professional development in conjunction with system-wide faculty development programs.
- * I. Assist in managing the east and southeast regions to maintain various retention goals, as defined and set by the university and regional vice president, on a quarterly basis.
- * J. Work in cooperation with the regional VP of academic and learner services to provide project management for academic and learner services related initiatives.
- * K. Impact academic employee retention through continuous training and support programs.
- * L. Actively pursue, establish, and monitor articulation agreements with area colleges and universities. Work with associate provost and system vice president for curriculum and instruction on finalizing and approving articulation agreements; follow-up and monitor agreements to ensure monthly contact is made with the articulating school.
- * M. Assist in providing guidance to academic deans and learner services coordinators regarding career and placement opportunities for students.
- * N. Attend to administrative work associated with the job position in a complete, accurate, and timely manner.

- * O. In coordination with the regional and system vice president of academic and learner services, ensure compliance with all university academic policies and procedures.
- * P. Assist in monitoring the performance of academic faculty and staff to ensure all policies and procedures established by the university and department are adhered to.
- * Q. In coordination with the regional and system vice president for academic and learner services, address student/faculty concerns in a timely manner and document outcomes pursuant to university policies and procedures.
- * R. Work in coordination with academic deans, learner services coordinators, and program directors to ensure university graduates are placed in job field of study; monitor graduate placement rates on a quarterly basis.
- * S. Keep the regional vice president of academic and learner services informed of all relevant aspects of academic functions.
- * T. Complete retention rate reports, average class size, attendance reports on a weekly basis and submit to regional vice president of academic and learner services for evaluation.
- * U. Travel a minimum of two weeks per month between East & Southeast regions.
- * V. Assist campuses as needed as a result of personnel turnover.
- * W. In coordination with university system personnel, actively assist with all accreditation reports and visits.
- * X. Perform other duties assigned by the regional vice president of academic and learner services.

X. COOPERATIVE RELATIONSHIPS WITH THE FOLLOWING: All staff, faculty, students and visitors in the East and Southeast Region as well as system administrators and system academic officers.

XI. LIMITS OF AUTHORITY: As defined by the policies, procedures, and practices of the university and/or the 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 organization.

* Denotes essential elements of the position.