To apply, submit an employment application (click here for application), resume, and letter of interest to: <Position Title of Hiring Manager>
6836 Center Blvd Suite 270
Austin, TX 78731

ACADEMIC COORDINATOR
Position Description

Summary
The Academic Coordinator coordinates 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 accordance with the mission, core values, and purposes of the university.

Minimum Qualifications
The Academic Coordinator must satisfy the following minimum qualifications:
1. Bachelor’s degree; master’s degree preferred; and
2. 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.

Skills and Attributes
The Academic Coordinator must possess the following skills and attributes: proven management skills; ability to handle multiple projects and processes simultaneously; strong attention to detail; excellent verbal, written and interpersonal communication; student-oriented attitude; integrity; professionalism; strong work ethic; collaboration, and organizational skills; ability to work at a fast pace with minimal supervision; adaptability; and willingness to learn and improve in all aspects of the position.

Essential Functions
The Academic Coordinator performs the following essential functions:
1. Assists in recruiting, hiring, orienting, and training faculty and assigned staff which includes assuring that assigned faculty members hold the appropriate teaching credentials.
2. Assists in quarterly faculty evaluations and coaching sessions.
3. Coordinates the student registration process for on-campus and online courses each quarter.
4. Enrolls students in CampusVue, updates student contact information, enters assessment test scores, and other daily processes.
5. Develops a quarterly class schedule and participates in weekly attendance meetings.
6. Works in collaboration with the associate provost online academic operations to contact campus-based students if they stop attending online courses.
7. Coordinates quarterly assessments, processes mid-term progress alert forms, and manages career placement services and workshops.
8. Tracks daily registrations and updates weekly goal report and monitors quarterly tutoring service usage.
9. Monitors students who withdraw from courses and improves processes to increase retention; monitors registrations to ensure accuracy in academic advising.
10. Utilizes Microsoft Office and CampusVue to produce documents and interpret data; monitors online orientation completion and continually reviews and updates the content.
11. Serves on student conduct committee.
12. Assists in the inventory, ordering and distribution of instructor material.
13. Builds a representative student government, which plans and implements events and activities of cultural, social and/or recreational natures.
15. Advises assigned students and maintains student academic records and files to ensure they represent an accurate, complete and current account of student’s academic progress.
16. Coordinates SAP appeals and completion of SAP letters; completes change of registration forms and change of program forms.
17. Audits all course pre-requisites and student and instructor overload reports.
18. Monitors transcript evaluation requests to ensure that official transcript evaluations are received and reviewed with students in a timely manner.
19. Completes grade change forms and incomplete grade forms.
20. Assists with the quarterly academic awards and honors program and participates in student orientations.
21. Coordinates and submits graduate applications; reviews student requests for course overload, independent study requests and course substitution forms.
22. Monitors communication with at-risk students to ensure their academic success.
23. Facilitates the grade grievance process as defined by academic policy.
24. Performs other duties as assigned

**Required Work Hours**
Works 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.

**Reporting and Supervisory Responsibilities**
1. The Academic Coordinator reports to the campus executive officer with dotted line authority to the regional academic and learner services dean.
2. This position has no supervisory responsibilities.

**Physical Requirements**
The Academic Coordinator must be able to speak, hear, see, read, write, type, dial, reach, and bend.

**Travel**
Periodic travel, including airline travel and overnight stays, may be required.

**Classification**
1. FLSA: Exempt
2. IPEDS: Community Service, Legal, Arts and Media

*Note:* This position description does not list every activity, duty, and responsibility of the position and may be altered at any time.

I have read and understand the foregoing position description, and I acknowledge and accept the responsibilities of Academic Coordinator.

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Signature                      Date

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