



## **JOB DESCRIPTION**

<b>TITLE:</b>	<b>Coordinator of Academic Operations</b>
<b>REPORTS TO:</b>	<b>Provost</b>
<b>DEPARTMENT:</b>	<b>Academic Affairs</b>
<b>SUPERVISES:</b>	<b>Graduate assistant, interns, student workers, or other workers</b>
<b>STATUS:</b>	<b>Full-time</b>
<b>CLASSIFICATION:</b>	<b>Exempt</b>
<b>SALARY:</b>	<b>\$50,000 - \$55,000</b>

### **ABOUT VILLA MARIA COLLEGE:**

Villa Maria is a private higher education institution offering a wide variety of academic programs. Villa is located in Cheektowaga, New York, bordering the City of Buffalo; a metropolitan area known for its affordability, its four seasons, and for being the "City of Good Neighbors".

### **MISSION STATEMENT:**

Villa Maria College is a Catholic, Franciscan college, founded by the Felician Sisters, that uses innovative strategies to educate and empower a diverse student body to positively impact their communities.

### **Diversity Equity, Inclusion & Belonging Statement:**

At Villa Maria College, we value diversity and respect for human dignity as foundations for our collective growth. We develop effective reciprocal relationships based on compassion, trust, and authenticity. To fulfill this purpose, we welcome all students and employees who contribute to the richness of our diversity. We work every day to ensure that all who join our inclusive community have what they need to realize their full potential.

### **OUR CORE VALUES:**

*"Respect for Human Dignity, Compassion, Transformation, Solidarity with People in need."*

### **POSITION SUMMARY:**

Under the direction of the Provost, the Coordinator of Academic Operations supports the day-to-day activities in the Academic Affairs department to facilitate administrative and communication structures. The coordinator will support strategic communication and outreach, program and event coordination in Academic Affairs, and operational support activities. They also will serve as a liaison with internal and external faculty, staff, and stakeholders.

### **ESSENTIAL RESPONSIBILITIES:**

- Supports Academic Affairs in all areas of administration and supports the Provost with operations of the office.
- Supports Academic Affairs in achieving strategic and operational goals and priorities.
- Supports the Provost and Academic Affairs faculty and staff in the areas of dual enrollment, scheduling, faculty and staff employment, budgets, facilities, event planning, and some scheduling, course and registration needs.
- Implements Academic Affairs events.
- In conjunction with the Provost or their designee, oversees and approves program-level budget requests.
- Educate and ensure compliance regarding policies and procedures related to faculty hiring and responsible for contract processes.
- Prepare adjunct and full-time faculty teaching stipends for overload and contract work and other.
- Prepare and maintain personnel-related documents and memoranda, including authorizations, appointment and reappointment correspondence, progress toward tenure, tenure, and promotion.
- Work with appropriate academic and administrative departments to prepare and/or manage the preparation of reports, briefings, presentations, and responses on institutional and strategic issues, related to the Office of Academic Affairs activities.
- Work closely with other offices on campus to set priorities for representation from Academic Affairs personnel presence at on- and off-campus events and meetings; provide strategic consultation on key issues, planning and execution of meetings, trips, and events.
- Function as the Academic Affairs liaison between departments and faculty governance committees.
- Train departmental administrative staff on the Office of Academic Affairs office policies and procedures.
- Serves on College and Faculty Senate committees.
- Oversee special projects on behalf of the Provost.
- Supports the mission and objectives of the College.
- Assumes other duties as assigned.

### **ESSENTIAL QUALIFICATIONS:**

- Bachelor degree required.
- Experience with academic administrative processes.
- Strong administrative, organizational, and communication skills.
- Demonstrated research and analysis skills.
- Ability to interact and work effectively with all members of the Villa Maria College community.
- Advanced knowledge of Microsoft Office, Word, Excel, Outlook, and ability to learn new software.
- Ability to multi-task and adapt to a changing environment.
- Ability to maintain a high degree of confidentiality.

### **WORK ENVIRONMENT:**

General work environment requires the employee to consistently use manual dexterity in reaching, writing, navigating around the classroom/office space. This position requires fully

functional vision and auditory abilities. This position may include hours standing and walking, including up and down stairs, moving items of up to 25-pounds. Occasional evening and weekend hours may be needed to perform work associated with this position. If the position requires use of vehicle for College purposes, a valid New York State driver's license check may be required for occasional off- campus assistance and support.

**BENEFITS OF WORKING AT VILLA:**

- Retirement plan offering generous employer match
- Health, Dental, Vision, and Life Insurance plans with spouse, domestic partner and dependent coverage available.
- Vacation and sick time package based on length of tenure
- Summer schedule hours (varies based on job duties)
- 13 paid holidays, plus a full week for Winter Break
- Tuition exchange and tuition waiver benefits
- An overall outstanding work culture with an opportunity to make a positive impact on students

*The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Villa Maria College management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.*

*Villa Maria College is an equal opportunity employer and does not discriminate on the basis of age, race, religion, creed, color, sex, sexual orientation or preference, national or ethnic origin, marital status, physical or mental disability, or any other protected classifications in admissions, employment, or any other aspect regarding the conduct of College programs and activities. Should you require an accommodation, according to the guidelines of the ADA, please seek the counsel of the Director of Human Resources for assistance.*