Working Title: Assistant Director of Academic Program Operations  
HR Title: Associate Director Program/Project Operations  
HR Level: 10  
Supervisor: Associate Dean for Academic Programs

Primary Responsibility  
To manage and oversee planning and implementation for academic program operations in the College of Nursing including scheduling, program evaluation, accreditation, regulatory and clinical agency compliance, and daily operations of the Associate Dean for Academic Programs office.

Characteristic Duties

1. Manage academic program projects and initiatives including but not limited to: (25%)
   a. Maintain and coordinate updates to student handbooks
   b. Coordinate student orientation for all programs
   c. Coordinate logistics and provide support for on campus intensive sessions for online programs.
   d. Manage and coordinate academic program and course development and approval processes
   e. Manage and coordinate website content for the academic programs and provide the College of Nursing website coordinator with content revisions.
   f. Coordinate the activities and maintain the records of the Undergraduate and Graduate Committees.
   g. Provide management of committee, task force, and work group activities as assigned
   h. Develop and coordinate calendar of activities, reports, and events for the academic programs.

2. Manage program evaluation, accreditation and compliance activities: (25%)
   a. Oversee the development of required accreditation reports
   b. Oversees the implementation of the program evaluation plan and identification of areas needing follow up from program evaluation data.
   c. Oversee the development and implementation of regulatory compliance standards for students and faculty.

3. Research, prepare and write reports for the College, UMSL campus, University of Missouri System, and external agencies such as: (10%)
   a. Prepare strategic planning reports, annual reports and other reports.
   b. Prepare responses to annual and special surveys from AACN and CCNE

4. Supervise the Academic Program Coordinator, Academic Program Compliance Coordinator, and the Administrative Assistant for Faculty (15%)

5. Manage activities of the Office of the Associate Dean for Academic Programs: (20%)
   a. Independently manage incoming mail and prioritize items needing attention
   b. Manage the associate deans calendar
   c. Respond to inquiries coming into the associate dean’s office and refer requests as appropriate to others
   d. Handle confidential and sensitive materials and issues with discretion
   e. Work closely with College of Nursing business staff to facilitate human resource, facilities, and financial activities that require attention by or involvement of the associate dean and program directors.
   f. Anticipate activities requiring attention by the associate dean and program directors
   g. Manage and respond to routine correspondence
   h. Provide coordination and support for search committees as assigned
i. Coordinate scheduling of meetings at the request of the associate dean and program directors

6. Serve as liaison between the associate dean’s office and campus units and external organizations such as AACN and CCNE: (5%)

Perform other related duties as assigned.

**Minimum Qualifications:**
- Bachelor’s Degree
- At least four years of related experience in business administration, personnel administration, or higher education administration
- Provide excellent customer service
- Demonstrated excellent written and oral communication skills
- Demonstrated strong leadership and organization skills
- Demonstrated strong interpersonal skills and ability to work effectively with diverse groups and individuals
- Ability to be flexible and manage multiple activities simultaneously and to be interrupted and manage unexpected needs.
- Proficiency with the Microsoft Office package particularly Word, Excel, and PowerPoint

**Preferred Qualifications:**
- Master’s degree
- Five to six years of related experience in business administration, personnel administration, or higher education administration