Saint Michael’s College
Job Description

Job Title: Associate Director of the MSA Program

Department: Business Administration and Accounting

Supervisor or Manager: Business Department Chair/Director of the MSA Program

Date Created: 08/04/2005 Last Revised: 08/04/2005 FLSA Status: E

Approved by (print name): ________________________ Signature: ______________________

It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives of the Position:

- There is a primary contact for current and prospective MSA students/applicants
- Approximately 50 full-time undergraduate and 200 part-time graduate students are advised regarding individual study plans, degree requirements, and career options
- Marketing plans are developed and implemented, designed to increase program awareness
- Course offerings are planned and coordinated, working with thirty adjunct faculty members

Essential Duties and Responsibilities:

- Reviews completed MSA and CAMS application files, makes admission decisions, and approves requests for Advanced Standing
- Reviews and approves applications for Candidacy
- Ensures that program timetables are met (i.e. Candidacy, Statute of Limitations)
- Advises undergraduate and graduate students regarding course and program selection, degree requirements, class scheduling, and career planning
- Interviews and hires adjunct faculty and evaluates their performance
- Schedules semester courses
- Researches and recommends curricula revisions and additions
- Maintains an accurate graduate catalogue and edits as necessary
- Participates in various marketing functions (i.e. Open Houses, direct mail letters, business events)
- Provides assistance to faculty and staff
- Teaches one course per semester
- Evaluates and grades students’ class work, assignments, and papers
- Prepares and delivers lectures to undergraduate and/or graduate students on topics such as leadership, human resources, gender studies, and business writing
- Compiles, administers, and grades examinations and papers
- Initiates, facilitates, and moderates classroom discussions
- Remains abreast of developments in the field by reading current literature, talking with colleagues, and participating in professional organizations and conferences
- Maintains regularly scheduled office hours to advise and assist students
- Keeps student attendance records, grades, and other records
- Plans, evaluates, and revises curricula, course content, course materials and methods of instruction

Secondary Responsibilities:

- Serves on College committees

Positions Supervised:

- Graduate Assistant (1)

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Position's Major Contacts:
- Current undergraduate and graduate students
- Prospective graduate students
- Full-time and adjunct faculty
- Business Department Chair/MSA Program Director
- Business Department Administrative Assistant
- Registrar and Associate Registrar
- Technical Assistants - Registrar's Office
- Student Account Specialists (Business Office)
- Director of Graduate Admission and Marketing

Demonstrates Excellence in this Position:
- Gives full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting
- Monitors/assesses performance of self, other individuals, and/or peer organizations to make improvements or take corrective action
- Has exceptional reading comprehension for understanding written language in work-related documents
- Talks to others clearly to convey information and advice effectively
- Communicates well in writing as appropriate for the needs of the audience
- Manages own time efficiently and is respectful of others' time
- Actively looks for ways to help people

Education and Work Experience Required:
- Advanced degree
- Previous work experience in administration within a higher education institution
- Relevant work experience in one of the MSA program’s seven areas of specialization (i.e. Marketing, MIS, or Human Resources)

Analytic Skills Required:
- The ability to use various analytical techniques to identify cause-and-effect relationships and then develop plans to change a situation.

Language and Literacy Skills Required:
- Prepares and delivers written and spoken information to small and large groups. Effectively manages meetings. Often in speaking, represents the institution to the audience. Communicates regularly and effectively with a wide range of groups.

Computer/Technology Skills Required:

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Licenses, Certifications and Other Requirements:
- None required
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**Physical Demands:**
Work is often performed in a typical office environment requiring:
- Sitting in a normal seated position for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Communication skills using the spoken word
- Vision sufficient to see within normal parameters
- Hearing sufficient to hear within normal range

While performing the duties of Associate Director of the MSA Program, the employee must occasionally lift and/or move up to 10 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

**Additional Requirements for the Job:**
- None

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.