Saint Michael's College
Job Description

Job Title: Coordinator of Academic Programs

Department: Academic Affairs

Supervisor or Manager: Dean of the College

Date Created: 07/05/2005        Last Revised: 07/05/2005        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:
- Academic awareness at St. Michael's College is heightened and undergraduate excellence is inspired through academic and cultural programming.
- A liaison is maintained between the faculty and Academic Affairs while resources for academically-based experiential learning, both on-campus and in outlying areas, is implemented.
- Programming expenses are managed to stay within budget.

Essential Duties and Responsibilities:
- Encourages experiential learning in all undergraduate academic departments.
- Assists with the planning and execution of academic events connected to the classroom experience.
- Approves individual faculty requests for program or event funding based on academic focus and current budget availability.
- Furnishes the paperwork, or advises on the process, for expenditure requests and submits completed forms in the Business Offices.

Secondary Responsibilities:
- Surveys listings of academic and cultural events in the area in order to advise faculty on viable programming ideas.
- Communicates academic programming to the college community via periodic e-mail announcements and other forms of publicity when applicable.
- Serves on the Board of the Vermont Academy of Arts and Sciences as the SMC representative; may periodically be asked to coordinate the intercollegiate student symposium for the VAAS.
- Coordinates the annual Family Weekend Student Symposium with assistance from the CECP; symposium may occasionally be conjoined with the VAAS Intercollegiate Symposium (approximately once every 4 years).
- Undertakes additional academic tasks as assigned by the Dean of the College, the Provost, or the President's Office such as coordinating the “19 monthly celebrations by department” for the college’s centennial celebration, as requested by the President’s Office.

Positions Supervised:
- None

Position’s Major Contacts:
- Faculty members in all undergraduate academic departments
- Department Chairs
- Business Offices personnel
- Dean of the College

Page 1 of 3
Demonstrates Excellence in this Position:
- Responds efficiently to faculty requests and inquiries regarding academic and cultural programming
- Develops successful experiential learning options in conjunction with faculty, administrative advisements and collaborations
- Manages budget responsibly with the goal of fair and equitable distribution of funds in response to requests from all undergraduate academic departments.

Education and Work Experience Required:
- Advanced degree or equivalent combination of education and experience
- Previous collegiate teaching experience to understand the nature and interrelationship of classroom and experiential learning at a liberal arts college
- Some understanding of budget management

Analytic Skills Required:
- The ability to recognize several likely causes of events, analyze relationships among several parts of a problem or situation, and then formulate a multi-step response is required

Language and Literacy Skills Required:
- Reads and interprets a wide range of information. May interpret documents to others. Regularly writes reports and correspondence. Able to shift writing style as needed for different audiences. Regularly explains policies, listens to questions, responds, and problem solves. Speaks to individuals and small groups effectively.

Computer/Technology Skills Required:

<table>
<thead>
<tr>
<th>Software</th>
<th>Level of Proficiency</th>
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<tbody>
<tr>
<td>Microsoft Word</td>
<td>None, working knowledge, intermediate, highly proficient</td>
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<tr>
<td>Microsoft Excel</td>
<td>None, working knowledge, intermediate, highly proficient</td>
</tr>
<tr>
<td>Microsoft Publisher</td>
<td>None, working knowledge, intermediate, highly proficient</td>
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<tr>
<td>Microsoft PowerPoint</td>
<td>None, working knowledge, intermediate, highly proficient</td>
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<tr>
<td>Microsoft Outlook</td>
<td>None, working knowledge, intermediate, highly proficient</td>
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<tr>
<td>Adobe Photoshop</td>
<td>None, working knowledge, intermediate, highly proficient</td>
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<tr>
<td>Adobe Acrobat</td>
<td>None, working knowledge, intermediate, highly proficient</td>
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<tr>
<td>Quark</td>
<td>None, working knowledge, intermediate, highly proficient</td>
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<tr>
<td>Datatel</td>
<td>None, working knowledge, intermediate, highly proficient</td>
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<tr>
<td>Internet Research</td>
<td>None, working knowledge, intermediate, highly proficient</td>
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Licenses, Certifications and Other Requirements:
- None required

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 Coordinator of Academic Programs, the employee is occasionally required to 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:
- Availability to receive training from previous Academic Programs Coordinator is essential
- Flexibility to work some irregular hours, including occasional nights and weekends for special programming and events
- Ability to participate in occasional Saturday morning meetings for VAAS Board of Directors (approximately 6 meetings per year, from 9:30 am-12:00 noon)

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.