

Job Description

Position Title: Manager, Faculty Affairs & Development

Job Group: Faculty Affairs

Job Level Group: Manager/Supervisor/Lead

FLSA Status: Exempt

Position Summary:

The Manager, Faculty Affairs and Development leads operations for the Faculty Services and Resource Centers offering technology and resource assistance to faculty. Supports Faculty Affairs initiatives. Manages communication, develops schedules, posts updated content, and coordinates professional development sessions. Organizes partnerships and protocols with various College departments to support faculty.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Supervises resource center services to support the College's adjunct and full time faculty. Supports Faculty Affairs initiatives and operations.
2. Coordinates multiple departments to provide faculty facilities. Develops initiatives for developing faculty leadership and resource services.
3. Trains department heads, discipline coordinators, and other staff to serve in leadership roles. Hires, trains, and develops staff; prioritizes work assignments and services.
4. Develops, coordinates, and administers staff development and technology support for teaching faculty. Trains staff to use College learning management system (LMS) and other technology.
5. Provides administrative oversight of department's operational budget to provide faculty services, supplies, and copy centers at four locations. Prioritizes, reconciles, and follows college procedures for purchases and service agreements.
6. Resolves issues, interprets policy, and develops and refines Center services.
7. Provides organizational support for the College's syllabus collection, template processes, and faculty committees (sabbaticals).
8. Oversees campus operations and trains staff to operate campus Academic Computer lab for student use.
9. Drafts e-mail correspondence and proofreads department communications prior to College distribution.
10. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of administrative procedures and practices
2. Knowledge of advising and counseling practices
3. Knowledge and application of various instructional methodologies
4. Skill in budget/resource management
5. Skill in people leadership and supervision
6. Skill in team building
7. Ability to develop and maintain effective and positive working relationships

Supervision:

- Supervises work of others, including planning, assigning and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity, and signing employee(s) performance evaluation. May have responsibility for making decisions on hiring, termination and pay adjustments.

Independence of Action:

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- Student Success: Allows the opportunity to support student success as well as improve access and retention.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Education or a closely related field of study required.
- Master's degree in Instructional Technology or a closely related field of study preferred.
- Three (3) to five (5) years of related experience with supervisory experience.
- Five plus (5+) years of related experience preferred.

- One (1) to Three (3) years of supervisory experience required.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment Background Check Required