Job Title: Academic Affairs Coordinator

JOB SUMMARY
The Academic Affairs Coordinator manages statewide activities and provides consultation to department and program staff for program area.

MAJOR DUTIES
- Coordinates curriculum acquisition, review and evaluation for the technical colleges;
- Coordinates the development and revision of state standards curriculum in a grouping of related instructional programs offered by the technical colleges;
- Provides direct support services to administrative and instructional staff at the technical colleges;
- Researches instructional materials and resources on an ongoing basis;
- Monitors the activities of personnel to ensure compliance with TCSG policy manual and department procedures;
- Develops and/or assists with the development of policies and procedures and recommends changes to effectively meet the goals and requirements of the program;
- Conducts regular evaluation of services provided and make adjustments as needed;
- Maintains up-to-date policies, procedures, and state or federal laws that may impact department initiatives.

COMPETENCIES
- Skill in the use of computers and job related software programs
- Extensive program area knowledge. KMS CPS “user” level skills
- Oral and written communication skills
- Critical reading skills and basic Internet use skills
- Decision making and problem solving skills
- Skill in interpersonal relations and in dealing with the public

MINIMUM QUALIFICATIONS
- A Bachelor’s degree in a related field *and* Two (2) years post-secondary teaching experience or Two (2) years of experience in a post-secondary education setting that involved program planning, evaluation and research;
- One year of KMS administrator training

PREFERRED QUALIFICATIONS
Preferred qualifications may vary from location to location.