



Example of Academic Associate Job Description

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Our innovative and growing company is hiring for an academic associate. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for academic associate

- Work with Provost and Cabinet to identify funding sources for University and Academic Affairs initiatives
- Supervise all budgetary procedures and processes related to compensation, classroom maintenance, and technological support
- Conduct statewide reviews of demographic and recruitment trends and their fiscal implications for the university and work with the Cabinet to use that information to guide enrollment management and student recruitment
- Work with the AVP for Academic Programs to review demand for academic programs and support new program development to meet demand as appropriate to the university mission
- Work closely with the University Budget Officer on fiscal matters
- Work closely with Deans, Departments, Information Technology, University Scheduling and Faculty Governance to assess the use of instructional space, and to implement programs to improve the utilization of instructional space
- Oversee the ongoing implementation and expansion of the Academic Personnel Workflow System, an online development used for the routing and approval of most academic personnel actions, including all promotion and tenure applications
- Provide ad-hoc advice to the provost, deans, and department chairs/heads regarding faculty and librarians
- Collaborate with campus information technology and institutional research offices to advance the collection, storage, and reporting of data related to

Qualifications for academic associate

- Ability to build and sustain excellent relationships with diverse people on and off campus
- Ability to serve as the prime contact for EDvance SF
- Current knowledge of the child care workforce, the early childhood education community, and professional development resources in San Francisco
- Ability to develop programming and activities
- Demonstrated program leadership skills
- 3 years' of progressively responsible program administration and management experience in the early child care and education field