



THE OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION

JOB DESCRIPTION

Coordinator - Academic Affairs Projects

**Non-Exempt
Position #100011**

ESSENTIAL FUNCTION

Provides administrative support in Academic Affairs, coordinates projects, writes and edits extensively, provides support on policy interpretation and revision, monitors and reports on state and private accredited institutions.

RESPONSIBILITIES AND DUTIES

- Respond to academic policy inquiries from parents, student, administrators, etc.
- Monitor the accreditation status of state, private, and out-of-state colleges and universities by reviewing evaluation reports. Maintain an accurate list of accredited institutions.
- Identify institutions that are experiencing difficulties with accreditation for closer monitoring.
- Prepare an annual report on the status of accredited institutions in the state.
- Conduct literature review, survey, and research issues related to academic policy and draft, track, and assimilate policy revisions and procedures.
- Coordinate and maintain the official version of Chapter 3 and the Academic Policy Handbook Procedures. This includes responsibility for the editing and accuracy of the documents, communication to internal and external entities when changes are finalized by State Regents' approval, and the posting of these documents on the State Regents' web site.
- Monitor and analyze annual policy exceptions to determine if policy changes are necessary.
- Maintain and update the policy interpretation database.
- Make presentations on academic policy as requested.
- Initiate an annual review of institutional diplomas.
- Handle Electronic Campus inquiries and process institutional approvals.
- Assist with development of electronic media and distance learning policy related to teaching and learning.
- Draft/edit correspondence and reports including policy exceptions, agenda follow-up, and other correspondence as assigned.
- Track policy exception requirements approved by the State Regents that require follow-up action or monitoring.
- Initiate an annual report of Guidelines of High School courses that meet college admission.
- Review externally prepared documents and prepare summaries and analysis.
- Create documents, graphs, charts, presentations, and other items as appropriate..
- Other similar duties as assigned.

POSITION QUALIFICATIONS

Bachelor's degree and five (5) years related experience required. Successful applicant must have the following skills and attributes: proven analytical ability, detail oriented, problem solving, organized, strong technical writing, interpersonal and computer software (MS Word, Excel, PowerPoint). Must be able to

perform in a high-volume work environment and meet deadlines as assigned. Some overtime may be required.

SUPERVISION

The employee performs work under the supervision of the Assistant Vice Chancellor for Academic Affairs.

Interested candidates may submit a cover letter and resume (including a list of 3 professional references) to:

OSRHE, Human Resources, P.O. Box 108850, Oklahoma City, Oklahoma 73101-8850.

Fax #: (405) 225-9230

E-mail: hr@osrhe.edu