

**Associate Director, Academic Affairs**  
**JOB DESCRIPTION**

The Associate Director of Academic Affairs (ADAA) works as one of the team based at Arcadia University, College of Global Studies, London Center. The post holder is a member of London's Senior Management Team and has oversight of all Arcadia University academic programming in England & Wales for both center-based and direct enrol programs, overseeing all aspects of academic provision, academic regulations and procedures. With oversight from the Regional Director, the post holder manages the London Academic Team comprising an Assistant Academic Officer, a team of four Senior Lecturers and a varying number of adjunct faculty.

The ADAA will work in close liaison with the London-based University Relationships Manager, Student Life Team and Assistant Director of Internships, as well as US-based colleagues in Academic Affairs, Custom Programs and Student Services. The main areas of responsibility are:

**Registrarial Responsibilities – 15%**

- Ensure that credit and grade translation standards and academic procedures are kept up to date on all England and Wales programmes according to guidelines established by the Academic Dean.
- In collaboration with the University Relationships Manager and Student Services, ensure the correct course registration of all students studying in center-based, direct enrol and combined study programmes.
- Supervise the preparation and timely delivery of an Arcadia University transcript based on the reports of British host universities and Arcadia University's requirements.
- Collaborate on the setting of the academic program calendar; develop a class schedule for center-taught programs, including an academic orientation, class registration, semester timetable and final examination timetable, coordinating these activities with the College of Global Studies England and Wales programs calendar and the programs' host institution.
- Establish and promote quality assurance mechanisms and regulations, including gathering and recording up-to-date syllabi, establishing and scrutinising examination procedures, resolving any disputes, preparing documentation for external accreditation.
- Set and enforce program assessment and attendance policies.
- Oversee the identification and resolution of student academic offences. Conduct hearings for violations of The College of Global Studies' Student Handbook.
- Oversee the maintenance of accurate records of attendance for academic and visa management purposes.
- Collect and enter grading information for all Arcadia taught programmes.
- Schedule and chair London Center exam boards.
- Ensure proper maintenance of all student records.

**Academic Team & Faculty Management – 20%**

- Serve as the line manager for the Assistant Academic Officer, overseeing their work and performing other line manager responsibilities including annual review.
- Serve as the line manager for all faculty, with support and oversight from the Regional Director.
- Set performance standards and conduct annual evaluation reviews with academic staff members.
- Coordinate the senior lecturing team's community contributions towards co/extra-curricular offerings, orientation and academic and writing support for all programmes.
- Schedule and chair faculty meetings.
- Ensure the adequate staffing of London Center programs, hiring new instructors and supervisors as necessary in collaboration with the Regional Director and Academic Dean.
- Overseeing the training and induction of new faculty.
- Support and induct faculty in their use of all classroom technology and Canvas VLE.

## **Program & Curriculum Management – 40%**

- Support the Regional Director and Academic Affairs team (US) in the strategic development of new programs and courses.
- Collaborate with the Regional Director, Associate Director of Student Life and appropriate US staff in devising and delivering coherent programs (including academic content, co-curricular opportunities and student life events) that support the College's Hallmarks.
- Deploying Academic Team resources, collaborate with Student Life Team to prepare and deliver an academic orientation for all programs.
- Provide academic programming in England and Wales that meets the needs of Arcadia University's departments and programmes. Work with relevant staff on academic provision for Arcadia University special initiatives including first year programming and other short-term programmes.
- Liaise with the Director of Operations in the preparation of tuition budgets and ensure that academic operations are carried out within budget.
- Advise on faculty pay and promotion scales and liaise with Finance & Facilities Manager on the administration of faculty payroll.
- Coordinate the provision of combined-study programmes with relevant London partner institutions.
- Update all appropriate staff in UK and Ireland with any academic program developments and changes.
- Work with the Program Managers in the US on the efficient administration of the programmes. This includes, but is not limited to, application and enrolment procedures, academic standards and final transcript reports.
- Manage all academic aspects of custom programmes, including the provision of center-based faculty input, guest lecturers, classroom and office space, and academic technology.
- Evaluate classes, instructors, and program services, including the course evaluation process.
- Review course syllabi in collaboration with academic staff and support them in the development of new syllabi to ensure consistent and coherent programming.
- Oversee the timely booking and record of all out-of-classroom course activities and guest lecturers within course budgets and health and safety protocols.
- Ensure the production of academic information in program handbooks for all programming.

## **Academic Advising & Support – 15%**

- Ensure the adequate provision of advising and academic support for all students on England and Wales programs.
- Serve as the principal program advisor for students in London Center programs.
- Schedule advising sessions for each student on these programs, overseeing the involvement of other members of staff as required.
- Advise students and faculty on academic policies and procedures and assist them with problems.
- Communicate, in conjunction with relevant program advisors, with advisors at home institutions regarding academic questions and issues.
- In collaboration with the University Relationships Manager, liaise with English and Welsh partner universities regarding student academic issues and concerns, flagging prominent issues to the Regional Director and US-based colleagues.

## **Other Duties – 10%**

- Represent Arcadia University's Programs at conferences and on professional bodies.
- Participate in site visits from existing and prospective US university partners.
- Liaise with students' home university advisors as necessary.
- Representing the London Center in the TCGS Curriculum Committee and undertaking related tasks.
- Undertaking research and report writing on academic matters as requested by RD and Academic Dean.
- Serve as an emergency out-of-hours contact for students in the regular staff rota.
- Perform such other duties, appropriate to the level of appointment, as assigned from time to time by the Regional Director or the Academic Dean.

## Associate Director for Student Services - Person specification

<b>Qualifications &amp; Experience:</b>	<b>Essential / Desirable</b>
Undergraduate degree	E
Postgraduate degree	E
Terminal degree	D
Unrestricted permission to work in the UK	E
A minimum of 5 years work experience in academic administration in the HE sector, registry or similar	E
Experience working with faculty	E
Managerial experience	E
Experience of curriculum development work or teaching at the postsecondary level	D
Experience of working on an "on call" out of hours basis	D
Experience of event planning	D
Knowledge of US higher education & US students	E
Knowledge of the Study Abroad sector	D
<b>Skills and Abilities:</b>	
high degree of professionalism and integrity	<b>E</b>
Skilled at working in an environment that requires significant collaboration and collegiality	<b>E</b>
Self motivated	<b>E</b>
Successful team leader and motivator	<b>E</b>

### Conditions

The post will require the candidate to fulfill occasional on call duties as part of a staff rota as well as participating in occasional out of hours activities in the evenings and at weekends

Application: CV with one page covering letter should be submitted to [hr-london@arcadia.edu](mailto:hr-london@arcadia.edu)  
 Applications considered from: 10th June 2019, the post will remain open until filled  
 start date: tbc  
 salary: £46k - £50k commensurate with experience  
 Benefits: non-contributory 8% pension scheme  
 28 days annual leave (excluding Bank Holidays)