**CLASS SPECIFICATION TITLE: ACADEMIC MANAGER**

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<th>BAND</th>
<th>GRADE</th>
<th>SUBGRADE</th>
<th>FLSA STATUS</th>
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<td>5</td>
<td>1-2</td>
<td>Exempt</td>
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**CLASS SUMMARY:**
This class is the first of three levels in the Academic Leadership series. Incumbents are responsible for overseeing and managing a defined academic function, program or service area that directly supports the College's ongoing academic operations. Responsibilities may include determining the assignment of staff and resources in order to achieve the operational objectives established at higher levels; developing internal and external relationships and partnerships; developing project plans and providing project status updates and evaluations; and planning, conducting, and analyzing research.

Incumbents apply professional academic experience and judgment to ensure effective, accurate, and legally compliant actions and operations. Decisions made at this level require the development of solutions to support the goals outlined at higher levels regarding the College's ongoing goals and objectives.

Incumbents in this class are responsible for the outcome and performance of generally defined programs and functional objectives, and have responsibility for the oversight of people (staff) and resources (budget), which includes leading the work of professional and specialized support staff.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

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<th>FREQUENCY</th>
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<td><strong>1.</strong> Manages and oversees staff, and/or student workers, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.</td>
<td>Daily 15% C5</td>
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<td><strong>2.</strong> Oversees the implementation of day-to-day operations for an assigned function or department, which includes: coordinating and implementing programs, projects, processes, procedures, systems, standards, and/or service offerings; developing department solutions; monitoring ongoing goals and objectives; and ensuring compliance with Federal, State, and local laws, regulations, codes, and/or standards.</td>
<td>Daily 35% C5</td>
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<td><strong>3.</strong> Delivers service offerings; advises students, faculty, and staff on a variety of issues related to assigned academic programmatic area.</td>
<td>Daily 20% C5</td>
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<td><strong>4.</strong> Prepares, reviews, approves, and interprets a variety of financial, operational, and statistical reports; makes recommendations based on findings.</td>
<td>Daily 10% C5</td>
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# Madison Area Technical College

## Class Specification Title: Academic Manager

### Typical Class Essential Duties:

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<tr>
<td>Daily</td>
<td>C5</td>
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<td>Weekly</td>
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5. Researches and analyzes a variety of data and information, including student database information; may summarize findings in reports.

6. Develops and maintains internal and external relationships; participates in/on a variety of meetings, committees, task forces, and/or other related groups to communicate information regarding services, programs, areas of opportunity, and/or other information; represents assigned administrative area on committees, advocacy groups, and/or related groups.

7. Performs other duties of a similar nature or level.

### Position Specific Responsibilities Might Include:

Positions assigned to Library may be responsible for:

- Managing the Library and Learning Centers which includes prioritizing projects, directing workflows, and communicating policy changes;
- Overseeing library collection development;
- Developing partnerships with academic departments;
- Monitoring current library trends.

### Training and Experience

Bachelor’s degree from an accredited college or university in a field related to area of assignment; and five to seven years of progressively responsible professional experience in area of assignment, including some managerial or supervisor experience; or an equivalent combination of education and experience necessary to perform the essential responsibilities of the assigned position. A Master’s Degree in Education, Psychology, or a related field may be necessary, depending on area of assignment.
CLASS SPECIFICATION TITLE: ACADEMIC MANAGER

**KNOWLEDGE** (position requirements at entry):
Knowledge of:
- Managerial principles and practices;
- Program oversight principles, practices, and techniques;
- Program planning and administration principles and practices;
- Advanced principles and practices in assigned area of responsibility;
- Applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes;
- Research methods;
- Policy and procedure implementation practices;
- Troubleshooting and solving complex program issues.

**SKILLS** (position requirements at entry):
Skill in:
- Monitoring and evaluating the work of lower level staff;
- Planning, coordinating, and implementing program components and activities;
- Analyzing processes and making recommendations for improvement;
- Researching, analyzing, and applying relevant information to the development of departmental processes and programs;
- Interpreting and applying applicable laws, rules, and regulations;
- Preparing a variety of reports;
- Communicating (orally and in writing) information, data, and opinions to inform, influence, and/or persuade a wide variety of individuals and audiences.

**PHYSICAL REQUIREMENTS:**
Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**NOTE:**
The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**CLASSIFICATION HISTORY:**
Draft prepared by Fox Lawson & Associates a Division of Gallagher Benefit Services, Inc. (DG)
Date: (05/2010)