# CLASS SPECIFICATION TITLE: SENIOR ACADEMIC DIRECTOR

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<thead>
<tr>
<th>BAND</th>
<th>GRADE</th>
<th>SUBGRADE</th>
<th>FLSA STATUS</th>
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</thead>
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<td>D</td>
<td>7</td>
<td>1-2</td>
<td>Exempt</td>
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## CLASS SUMMARY:

This class is the third of three levels in the Academic Leadership series. Incumbents are responsible for providing complex and senior level direction to the academic, instructional and developmental activities of the College impacting a large area and range of services provided to students, faculty and staff. Incumbents plan, direct, coordinate, and manage all activities related to an assigned academic function including the development and evaluation of programs critical to the College's long-term growth and academic success.

Incumbents apply advanced academic management principles by employing strategic thinking generally acquired through significant prior experience. Decisions made at this level involve the development of broad organizational direction for the assigned areas that determine the precedent and guidelines under which all lower levels operate.

Incumbents at this level are responsible for leading and directing the work of lower level faculty, managers, professional and specialized staff. Incumbents exercise considerable authority over the resources and staff assigned to their area.

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

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<tr>
<th>FREQUENCY</th>
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<td>D7</td>
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1. Directs staff 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 decisions.

    - Daily
    - 20%
    - D7

2. Provides leadership in the implementation of internal operations for all academic functions which includes developing, approving, planning, and evaluating programs, projects, policies, systems, standards, and/or service offerings; ensuring compliance with Federal, State, and local laws, regulations, codes, and/or standards and grant regulations; and coordinating activities between multiple departments or functions.

    - Daily
    - 35%
    - D7

3. 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 the College committees, advocacy groups, and/or other related groups; commits the college to relationships and a course of action.

    - Weekly
    - 20%
    - D7
### MADISON AREA TECHNICAL COLLEGE

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<td>4. Reviews and approves a variety of multi-faceted information, data, and reports; makes decisions based on findings; approves reports submitted to external sources and regulatory bodies.</td>
<td>Weekly 15%</td>
<td>D7</td>
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<td>5. Prepares and administers a budget, including grant budgets if applicable; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures.</td>
<td>Weekly 10%</td>
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<td>6. Performs other duties of a similar nature or level.</td>
<td>As Required</td>
<td>N/B</td>
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**TRAINING AND EXPERIENCE** (positions in this class typically require):

Doctorate (PhD or EdD) from an accredited college or university; and ten or more years of academic management experience; or an equivalent combination of education and experience necessary to perform the essential responsibilities of the assigned position.

**LICENSING REQUIREMENTS** (positions in this class typically require):
- Instructional Certification (depending on area of assignment)

**KNOWLEDGE** (position requirements at entry):

Knowledge of:
- Leadership principles;
- Program development and administration principles and practices at a College-wide level;
- Higher education administration principles and practices;
- Advanced principles and practices in assigned area of responsibility;
- Applicable Federal, State, and local laws, rules, and regulations;
- Budgeting principles;
- Strategic planning principles;
- Policy and procedure development practices.
SKILLS (position requirements at entry):
Skill in:
- Directing and providing leadership to lower level staff;
- Directing, monitoring, and evaluating programs at a College-wide level;
- Planning, coordinating, and implementing college-wide components and activities;
- Developing, managing, and administering budgets;
- Developing academic and/or program assessment tools;
- Interpreting and applying applicable laws, rules, and regulations;
- Analyzing academic and administrative projects, programs, and processes for areas of improvement;
- 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, fingerling, 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)