**DRURY UNIVERSITY JOB DESCRIPTION**

**JOB TITLE:** Director of Academic Support Services

**DEPARTMENT:** Breech School of Business Administration

**DATE:** June 1, 2010

**SCHEDULE:** Regular, Full-time, 12 months, M-F, 8-5

**REPORTING SUPERVISOR:** Director of the Breech School of Business Administration

**FLSA:** Exempt-Administrative

**IPEDS:** O/P

**JOB FUNCTION:**

Provides staff leadership by managing the overall internal operations of the Breech School of Business Administration.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform other job-related instructions as requested by the supervisor, subject to reasonable accommodation.

<table>
<thead>
<tr>
<th>Percentage of Time</th>
<th>Frequency</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 30%</td>
<td>Daily</td>
<td>Assists the director by managing internal departmental processes and operations to ensure timely response to student and departmental needs. Supervises office coordinator and graduate assistants for the Breech School.</td>
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<tr>
<td>2. 15%</td>
<td>Ongoing</td>
<td>Accumulates data required for preparation of annual accreditation reports, including facilitation of report writing, etc. Compiles data from iSeries for input in specialized Sedona software for AACSB and ACBSP accreditation; assists in preparation of annual report for both AACSB and ACBSP accreditation, professionally formatting documents for timely submission. Maintains faculty files and syllabi for all business courses taught throughout Drury.</td>
</tr>
<tr>
<td>3. 15%</td>
<td>Ongoing</td>
<td>Monitors Breech undergraduate day school students’ admission status and enrollment, utilizing Advising Module and iSeries data for gathering student information used in determining completion of the Breech admission process; approves conditional admission semesters for students as appropriate. Adjusts registration in CISQ 170 as needed at the end of each semester.</td>
</tr>
<tr>
<td>4. 15%</td>
<td>Ongoing</td>
<td>Prepares documents for Breech web page, maintaining currency in all content within the Breech site, coordinating updates with CGCS as needed; supervises web design and maintenance with student IT coordinator and Web Services staff.</td>
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<tr>
<td>5. 10%</td>
<td>Ongoing</td>
<td>Constructs and maintains master calendar of yearly departmental events. Coordinates all mailings and correspondence to Breech Advisory Board members. Produces forms, newsletters, brochures, programs, etc.; works with printers and copy services. Updates forms in “gray box” and on Web page for student and faculty use to facilitate registration process.</td>
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<tr>
<td>6. 10%</td>
<td>Semi-Annually</td>
<td>Serves as liaison between registrar’s office and Breech director/faculty and assists in the preparation of semester course schedules, faculty teaching assignments, room assignments, enters approved schedules in SOLAR registration software, etc.; prepares contract requests for day adjuncts.</td>
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<tr>
<td>7. 5%</td>
<td>As Needed</td>
<td>Attends Breech curriculum meetings, keeping records of curriculum changes approved by faculty; reviews and updates departmental catalog copy annually (for undergraduate day and evening programs); coordinates changes with registrar’s office.</td>
</tr>
</tbody>
</table>

**MINIMUM KNOWLEDGE SKILLS AND ABILITIES REQUIRED:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Some college education preferred and two years proven administrative or management experience required, or an equivalent
combination of education and experience.
2. Leadership and communication skills necessary for working with a wide variety of individuals and groups.
3. Advanced computer skills. Proficient in the use of Microsoft Office 2007; some mainframe experience, good design capability, prior web experience; interest in continual acquisition of skills.
4. Excellent written communication and proofreading skills and attention to detail.
5. Demonstrated ability to assume responsibility without direct supervision and anticipate needs to facilitate workflow of office and to meet student and departmental needs.
6. Analytical and mathematical skills are necessary for data gathering and report preparation.
7. Ability to comprehend general nature of academic catalogs and be sensitive to the timing and need for changes and updates.

SUPERVISORY RESPONSIBILITIES
Directly supervises the Office Coordinator of the Breech School and the graduate assistant(s); carries out supervisory responsibilities in accordance with the university’s policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

WORK CONDITIONS:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

PHYSICAL REQUIREMENTS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand and sit. The employee is occasionally required to walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and peripheral vision.

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APPROVED BY HR