**Senior Faculty Affairs Coordinator Standard Job Description**

**Classification Title:** Senior Faculty Affairs Coordinator

**FLSA Exemption Status:** Exempt

**Pay Grade:** 11

**Job Description Summary:**

The Senior Faculty Affairs Coordinator, under direction, coordinates administrative support functions for the Dean of Faculties, including new academic leaders development, faculty development leave, and the TOPS process. Coordinates support for awards and recognition events, including the Distinguished Professor Award; New Faculty Orientation; CAFRT and UGC processes.

**Essential Duties and Responsibilities:**

**40% Faculty Hiring and Employment Procedures**

* Coordinates processes for faculty search and hiring, including tenure and non-tenure track positions.
* Serves as a senior advisor to academic departments on faculty employment procedures.
* Provides training to staff on faculty hiring systems and processes.
* Analyzes and reviews documentation from hiring departments to recommend approvals.

**20% Faculty Development and Support**

* Administers and implements faculty development programs and training sessions.
* Supports all faculty development activities, including workshops and award programs.
* Collects and maintains appropriate records and data related to faculty development.
* Provides guidance to committees on faculty development leave processes.

**10% Compliance and Record Management**

* Manages, maintains, secures, and cares for records in accordance with retention schedules.
* Researches and responds to inquiries about university rules, regulations, and policies.
* Administers verification of faculty credentials to ensure compliance with guidelines.

**10% Administrative Support**

* Provides administrative support to faculty committees and special events.
* Prepares materials, databases, and related records for faculty activities.
* Serves as liaison to various faculty-related committees and organizations.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* Bachelor’s degree or any equivalent combination of training and experience.
* Four years of experience in office administration or project management in a higher education environment, to include a minimum of two years of experience in faculty affairs-related matters.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Working knowledge of spreadsheet, presentation and word processing software programs.
* Oral and written communication skills.

 **Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* None

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**