**University of Maine**

**Position Description**

**Title:** Special Assistant to the Associate Provost for Academic Affairs and Faculty Development

**Department:** Academic Affairs

**Reports To:** Associate Provost for Academic Affairs and Faculty Development

**Date:** July 5, 2022

**Purpose:** The Special Assistant to the Associate Provost for Academic Affairs and Faculty Development provides general and specific administrative, programmatic, and complex administrative support for Academic Affairs.

**Essential Duties and Responsibilities:**

* Assists the Provost and Associate Provosts in managing strategic relationships between the Office of Academic Affairs and University of Maine and University of Maine at Machias schools/divisions, including the overall review, consultation, and decision-making process desired by the administrators and key stakeholders.
* Manages communication with deans and associate deans, associate provosts, provost, and other senior administrators, external partners/stakeholders, faculty, and staff regarding academic affairs initiatives.
* Ensures that matters requiring the Associate Provosts’ attention are prioritized appropriately and fully developed. Develops, directs, and/or coordinates the preparation of special reports, documents, and presentations, as well as reviewing correspondence, reports, and presentations, including requests from the Provost and the President.
* Supports members of senior academic leadership in establishing priorities and setting agendas, developing ideas, identifying and evaluating alternatives, establishing goals, policies, and practices, developing actions plans, promoting and driving change, and preparing for various meetings and events. Gathers and communicates relevant information.
* Tracks and follows up on the progress of a wide range of programs, initiatives, and activities for Academic Affairs. Assesses progress to goals/priorities and take appropriate action to influence outcomes. Advises senior leadership on responses and alternatives based on a thorough and careful analysis of relevant facts, conditions, and circumstances.
* Ensures that academic affairs initiatives are free from any implicit or structural bias that could contribute to racial and ethnic equity gaps.
* Ensures that the University of Maine and the University of Maine at Machias are rewarding places to live, learn, and work by communicating an environment that is diverse and inclusive and fosters the personal development of all its stakeholders.
* Provides calendar and scheduling support for the Associate Provost for Academic Affairs and Faculty Development.
* Manages the Undergraduate Program Curriculum Committee (UPCC), including collecting new course proposals and modifications; organizing material for committee review; staffing monthly meetings; contacting departments with requests for modifications; and filing approved curriculum changes, courses, and modifications with appropriate parties.
* Coordinates tracking of program reviews and documentation.
* Organizes various committee meetings, including distribution of agendas, materials, and minutes and/or representing the Provost’s Office (e.g. Associate Deans and Directors, Associate Deans, Provost’s Advisory Council on Equity, etc.).
* Maintains certain web-based information (e.g. Undergraduate Program Curriculum Committee website, Faculty Development portal) relevant to key stakeholders.
* Coordinates and assists with development and implementation of activities such as forums, workshops, conferences, and meetings (i.e. scheduling rooms, food service, registration, signage, etc.).
* Represents Academic Affairs to internal and external individuals and groups, which may include interpretation of policy and making recommendations or decisions that affect the department.
* Commits to organizational improvement by identifying opportunities to improve and recommend possible alternatives.
* Staffs committees chaired by Academic Affairs senior leadership.
* Performs other reasonably related duties as assigned.

**Knowledge and Skill Qualifications:**

**Required:**

* Typically possesses the education associated with a Bachelor’s degree or equivalent experience as well as administrative office work experience of at least 3 or more years.
* Demonstrated knowledge of organizational structure, workflow, and operating procedures.
* Exceptional interpersonal skills and the ability to interact effectively with a wide range of individuals and constituencies in a diverse community.
* Demonstrated experience working independently as well as collaboratively as a member of a team in a professional setting.
* Demonstrated ability to perform complex tasks, prioritize multiple projects, and analyze, summarize and effectively present data.
* Demonstrated effective written and oral communication skills.

**Preferred**

* Experience reporting to a senior administrator.
* Previous work experience at a university level, with knowledge of current enterprise systems such as PeopleSoft.

**Supervisory Responsibilities:** N/A

**Work Environment:** This position is located in the University of Maine’s Alumni Hall in a typical office setting. The work is very fast paced and requires excellent attention to detail. The priorities for the work to be accomplished often shift frequently and are difficult to anticipate. Activities are often governed by deadlines or timetables set by campus constituents, the University of Maine System, and external entities.

**Work Year:** Full-time, 12-month work year. Work beyond regular hours may be necessary on occasion in order to meet the requirements of the position.

**Work Schedule:** Normal University of Maine business hours are Monday through Friday, 8:00 a.m. – 4:30 p.m. Due to the nature of this position, work beyond regular hours (including nights and weekends) will at times be necessary to meet project deadlines. The employee shall establish regular office hours and in consultation with the supervisor, adjust the work schedule as appropriate.

**Position Type:** Ongoing, base-budgeted.

**Schedule for Evaluation:** In accordance with guidelines established in The Handbook for Non-Represented Faculty, Professional and Administrative Staff.

**Job Family/Salary Band:** 11/05.

Appropriate background checks will be required.

All UMS employees are required to comply with applicable policies and procedures, as well as to complete applicable workplace related screenings, and required employee trainings, such as Information Security, Safety Training, Workplace Violence, and Sexual Harassment.