THE KING'S COLLEGE
NEW YORK CITY

JOB DESCRIPTION

JOB TITLE: Educational Ventures and Services Administrator
DEPARTMENT: Academic Affairs
REPORTS TO: Director of Academic Operations and Associate Provost for Student Success and the Online Academic Experience
EMPLOYEE TYPE: Full-time
DATE PREPARED: Updated 11/22/2021

POSITION SUMMARY:

Under the concurrent supervision of the Associate Provost for Student Success and the Online Academic Experience and the Director of Academic Operations (Campus and Online), the Educational Ventures and Services Administrator works closely with the Provost, Academic Affairs staff, faculty, Admissions, Finance, and other offices as needed to complete specific administrative tasks associated with developing and maintaining new and existing academic programs and modalities at the College. Regarding responsibilities for the Director of Academic Operations, the Administrator will give special attention to summer, study abroad, visiting student, and high school dual enrollment programs; advisement of online and dual enrollment students; assisting with assessment, approval, and accreditation tasks; and assisting with the creation and review of new and existing academic assets and curricula. Regarding responsibilities for the Associate Provost for Student Success and the Online Academic Experience, support will be provided for the hiring, onboarding, and development of Online Adjunct Faculty, including coordinating interviews, the planning and execution of virtual onboarding meetings and assets, and the compilation of data related to outcomes. The Administrator supports Academic Affairs staff with academic data collection, formatting, and analysis tasks across many contexts.

ESSENTIAL JOB FUNCTIONS:

Educational Ventures

- Coordinates summer, study abroad, visiting student, and high school dual enrollment programs and modalities (curricular and co-curricular; credit and non-credit) in close collaboration with Admissions, the Registrar, the Bursar, and other staff. Supports the Director of Academic Operations in administering online studies.
- Holds primary administrative responsibility for the Summer Academy program for high school students, including supervision of student workers and direct oversight during daytimes, evenings, weekends, and overnight during the Academy (1-3 weeks each summer; 29.5 hours per week on site for residential program, starting 2022).
- Coordinates technical, instructional, and learning support for summer, study abroad, visiting student and high school dual enrollment students and the faculty involved with them. Serves as a liaison between these students, faculty, and the Academic Affairs staff.

- At the direction of the Director of Curriculum and Academic Advising, assists with academic advising of online students.

Online Program Support
- Organize hiring and correspond with candidates to schedule interviews; follow up with candidates as necessary to provide a positive interview experience.
- Prepare contracts and submit payroll requests for each term (a new term begins monthly) for both new and returning online adjunct faculty; send, collect, and file contracts.
- Support the Associate Provost in arranging the content and logistics of new online adjunct faculty training (approximately 1-2 to be held monthly), as well as development and evaluation for continuing adjuncts.
- Coordinating academic calendar; keeping online adjuncts informed of important dates that impact courses.
- Collect and review course syllabi.
- Support the Associate Provost in managing the online academic experience such that it reflects the culture and mission of The King's College.
- Provide additional administrative support for the Associate Provost as needed.

ESSENTIAL SKILLS & EXPERIENCE:
- Understanding of and commitment to the College's mission
- Bachelor's degree
- Experience with academic programs (or equivalent transferable professional experience) strongly preferred; experience with online learning a plus
- Facility with spreadsheet design, data handling, and budgeting design/supervision
- Ability to articulate the elements of the College's academic programs effectively to prospective students, with special attention to the value of online, summer, study abroad, visiting student, and high school dual enrollment programs
- Ability to research policy, learn quickly, and manage complex and varied administrative tasks simultaneously
- Ability to effectively coordinate the technical elements of online and on-campus learning in conjunction with appropriate experts
- Excellent written and oral skills
- Attention to detail, excellent memory, diligence
- Strong planning, organizational, quantitative, and financial skills
- Ability to work cooperatively with faculty, students, staff and external constituents at all levels
- Ability to represent the College and its programs positively and effectively to all constituents

PHYSICAL DEMANDS & WORK ENVIRONMENT:
General office environment; normal mental concentration.

EQUAL EMPLOYMENT OPPORTUNITY:

It is the policy of The King's College to provide equal employment opportunity for all applicants and employees who share its faith and mission. The King's College does not unlawfully discriminate on the basis of age, race, creed, color, national origin, military status, sex, disability, predisposing genetic characteristics, and/or marital status.