



# Non-Merit Job Vacancy Announcement

## ASSOCIATE, ACADEMIC AFFAIRS

<b>Pay Grade:</b>	_____	<b>Position Type:</b>	Full Time
<b>Salary or Range:</b>	48,000	<b>Work Schedule:</b>	Monday - Friday
<b>FLSA Designation:</b>	Exempt	<b>Work Week:</b>	37.5 Hours

**Agency:** Council On Postsecondary Education  
**Work Address:** 1024 Capital Center Drive, Suite 320, Frankfort  
**Work County:** Franklin

### AGENCY COMMENTS:

The Associate will work within the division of the Vice President and Academic Affairs to coordinate CPE's academic programming and academic services functions.

### DESCRIPTION OF JOB DUTIES:

Coordinate the program approval process by implementing all steps in the Internal KPPPS Process document for each new proposed program.

Coordinate the review of academic programs process by implementing all steps in the Internal Program Review Process document for each submitted program review.

Coordinate the Contract Spaces program by implementing all steps in the Contract Spaces Certification Process document.

Coordinate the Academic Common Market process by implementing all steps outlined in the ACM Process Flowchart and more fully described in ACM Process Steps.

Coordinate the SREB Electronic Campus process by implementing all steps in the internal process checklist.  
Perform other duties as assigned.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

Bachelors degree with three or more years of responsible experience on a college/university campus

#### **EXPERIENCE:**

Experience with administrative functions in a higher education environment;

Experience in process documentation and the ability to manage details associated with multiple policies and procedures;

Strong communication and interpersonal skills with a desire to work as part of a team and to interact with multiple constituencies of the higher education community;

The ability to prioritize competing demands in a changing, collaborative environment; and  
Strong follow-through skills and attention to detail, especially under deadline pressures.

Preferred: Experience in registrar's office of higher education institution.

**SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NA

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

**BENEFITS:** *Benefits are based on the position type (full-time versus part-time) and can be viewed on the Benefits Schedule within the [Employee Handbook](#).*

**HOW TO APPLY / APPLICATION PROCESS:**

**(DEADLINE: 11/9/2016)**

[Posted on: 10/26/2016 ]

Interested applicants should send a letter of application specifically addressing the responsibilities and qualifications of the position; a curriculum vita or resume; and, the names, titles, and contact information (phone and email) for at least four professional references to:

Rebecca Bowman, Human Resources  
Kentucky Council on Postsecondary Education  
1024 Capital Center Dr., Ste. 320  
Frankfort, KY 40601  
Rebecca.Bowman@ky.gov

**Contact Name:** Rebecca Bowman

**Contact Method:** rebecca.bowman@ky.gov

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