



Academic Affairs Projects Coordinator

Position Title: Academic Affairs Projects Coordinator

Position Summary:

This full-time position reports to the Vice President of Academic Affairs. The Coordinator ensures the proficient delivery of projects relating to academic affairs and works closely with faculty and staff to coordinate project efficiency. The Coordinator is the first point of contact for student inquiries reaching the Office of Academic Affairs as well as the chief liaison for the VP of Academic Affairs with internal and external stakeholders. The Academic Affairs Project Coordinator exercises independent judgement within the parameters of university, accreditation, and federal policies with minimal supervision.

Department: Academic Affairs

Accountable/Reports To: Vice President of Academic Affairs

Positions Reporting to This Position: Work Study Students

Cooperative Relationships With The Following: Students/Parents, Staff, Faculty, Academic Dean, Administration, Board of Regent Members, IPHC Leaders, Vendors, Outside Stakeholders/Entities

MINIMUM REQUIREMENTS:

Education: A relevant Bachelor's Degree is required.

Training: Proficiency with Microsoft Office; database skills including entering data, retrieving information, generating reports and mail merging; and the ability to safely operate office equipment.

Experience: 2-5 years (preferred) of specialized administrative support experience of an increasingly responsible nature; preferably in an academic environment.

SKILLS, EXPECTATIONS, COMPETENCIES AND DISPOSITION:

- Must be a committed Christian who honors Pentecostalism and the Holiness tradition, and who is supportive of the educational mission of the University and its heritage
- Energetic, self-motivated, goal oriented and willingness to learn and improve in all aspects of the position
- Strong analytical skills as related to problem-solving and learning new technologies
- Must have excellent verbal and written communication skills
- Must possess excellent grammar and proofreading skills
- Must be able to gain and maintain confidence and cooperation of faculty, administration, and students
- Must have excellent customer service skills and the ability to communicate with various university constituencies
- Must possess excellent people-skills, organizational and computer skills.
- Cultural competence and ability to work effectively with an increasingly diverse, international and multi-cultural university community
- Focused and organized, able to multi-task and prioritize
- Ability to handle confidential information
- The ability to juggle competing priorities, multi-task and change direction in a variety of workplace situations
- The ability to provide high quality, accurate results with multiple interruptions
- Proven ability to respond as needed to internal and external requests in a timely manner
- Some travel, as well as evening/weekend work, may be occasionally required

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Provide technology support for the daily activities of the Office of Vice President for Academic Affairs
- Coordinate and implement various projects as assigned
- Archive completed project information
- Using the institution's Student Management System (SMS), develop and maintain complex reports to support the Academic Affairs as directed by the Vice President of Academic Affairs
- Develop and maintain an in-depth understanding of the functionality of the SMS, identification of and inter-relatedness of data elements for reporting purposes
- Serve as liaison to the Academic Department Chairs/Directors, faculty, and staff to represent Academic Projects and priorities

- Serve as liaison between Chairs, and other departments to gather information to appropriately respond to student issues/concerns reaching the VP of Academic Affairs
- Provide advice and guidance to students and faculty about academic policies and procedures
- Assist with developing and implementing data standards across all Academic Division departments to enable accurate reporting
- Help ensure the appropriate maintenance of academic records with reference to FERPA and data protection requirements
- Ensure the appropriate maintenance of faculty records
- Maintain an accurate database of faculty contracts and workloads
- Ensure timely communication and distribution of faculty contracts
- Update and develop web pages as directed
- Assist the Vice President with disseminating information to Academic departments as directed
- Assist with composing and preparing correspondence for the Vice President
- Project management related to conformance to regulations and associated reporting
- Other related duties as assigned

Southwestern Christian University reserves the right to alter this position's job description/job duties to meet the needs and goals of the institution.

Closing Date of Search: Until the position is filled.

Contact:

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 405-789-7661

Compensation: \$30,000

Mission

Southwestern Christian University is a Christ-centered liberal arts institution equipping students for a life of learning, leadership, and service; integrating faith, learning, and living; and empowering graduates to excel and to positively impact their world for Jesus Christ.

Accreditation and Affiliation

Southwestern Christian University is accredited by the Higher Learning Commission and affiliated with the International Pentecostal Holiness Church.

Application Requirements

To be considered as a candidate, the applicant must submit the following documents and information:

1. Letter of interest
2. Resume
3. Unofficial Transcripts
4. Names, addresses, email addresses, and telephone numbers of at least three references
5. Brief statement of your Christian commitment and journey of faith