



JOB DESCRIPTION FOR SENIOR MANAGER OF ACADEMIC AFFAIRS OPERATIONS

POSITION TITLE: SENIOR MANAGER OF ACADEMIC AFFAIRS OPERATIONS
DEPARTMENT: Valencia Academic Affairs
REPORTS TO: Assistant Dean of Academic Affairs
LOCATION: Valencia, Spain
CONTRACT TYPE: Full time position - 1 year renewable contract
START DATE: June 2017

POSITION SUMMARY:

Under the direction of the Assistant Dean of Academic Affairs, the Senior Manager of Academic Affairs Operations manages and coordinates the academic affairs operations of the Valencia campus programs and provides support to the program directors on the administrative processes related to undergraduate, summer and graduate programs. This position also serves as the Valencia Registrars and oversees and manages registrar related tasks.

The Senior Manager of Academic Affairs Operations manages curriculum information across a variety of sources both internal and external, including the registration manual, undergraduate manual, graduate bulletin, external website, and internal portal. The Senior Manager of Academic Affairs Operations ensures that all curriculum and program-related processes are properly coordinated, and that information is distributed to the necessary stakeholders.

The Senior Manager of Academic Affairs Operations, is responsible for the preparation of all materials required by the Valencia Accreditation Authorities, including the annual reports, as well as any special accreditation events, such as Substantive Change requests and special professional accreditations. In this regard, the Senior Manager of Academic Affairs Operations provides project management support for Valencia Academic Affairs department as well as leadership and guidance to Valencia Program Directors and others in the fulfillment of accreditation requirements, program review documentation, curriculum updates and revisions.

The Senior Manager of Academic Affairs Operations develops, also maintains, compiles and reports research for the Valencia academic programs and serves as an information technology expert, assisting in the creation of various research and assessment reports. This position requires strong skills in data analysis, research, and report writing, and the thorough knowledge of research methodology.



Essential Duties and Responsibilities:

ACADEMIC OPERATIONS:

- **Office Operations and Management:** Oversees and manages general administrative office operations for Valencia Academic Affairs.
- **Coordinate academic operations for all academic programs:**
 - Registration (GRAD, UG when applicable): Add-drop period, withdrawals and advising
 - Scheduling: Graphic, Colleague, Intranet and Google Calendar
- **Academic Calendar:** Creation and management of Academic Calendar

ACADEMIC ASSESSMENT:

- **Program Review File and Record Maintenance:** Responsible for design and maintenance of program review database and other documentation.
- **Committee Work:** Represents the academic affairs team on committees throughout the college as needed.
- **Surveys and assessment tools:** develops surveys and reports in order to track and monitor progress based on academic goals.

REGISTRAR:

- Oversee and manage REG related tasks in coordination with REG team and Study Abroad Office in Boston and Academic Affairs, Student Affairs and Enrollment in Valencia for all Valencia academic programs (Post Graduate Fellowship and Internships, Graduate programs, Study Abroad -Berklee, Emerson, Online, Tec Monterrey-, First Year Abroad, Summer Study Abroad and Summer Performance)
- REG related tasks involve (but are not limited to) student course registration, check in, processing add / drops / withdrawals, major / minor declaration, degree evaluation, grading, graduation, issuing of diplomas, verification of enrollment letters, unofficial transcripts.
- UPV management data: REG's role also involves keeping UPV databases updated with Berklee-Valencia students' records, including registration, european diplomas request and issuing, and reporting data throughout the year.

ACCREDITATION:

- **Implementation and Management of Documentation:** Responsible for design and maintenance of accreditation reports and other documentation.
- **Liaison with Government Agencies:** Manages the submission of documentation as required by the college in support of accreditation.

HUMAN RESOURCES:



- **Faculty:**
 - Coordination with HR and program directors on the hiring for faculty.
 - Coordination of faculty on-boarding process
 - Coordination with HR and program directors of PT faculty management (payroll, travel, accommodation, etc)
 - Elaboration and maintenance of faculty handbook / portal
 - Coordination and monitoring for teaching scheduling, scheduling changes, teaching calendar, make ups coordination and follow-up
 - Book spaces (Intranet)
 - Reporting grades (in coordination with Valencia Registrar)
 - Use of OL

- **Graduate Assistants:**
 - Manage and coordinate selection process.
 - Supervise and manage the payment and development process

- **Diversity and Inclusion:** Fosters and maintains a workplace climate that is supportive of all employees regardless of their identity, respectful of difference, and genuinely open to multiple perspectives.

WEB and INTRANET:

- **Content Management of valencia.berklee.edu:** Maintains and updates accurate curriculum information for undergraduate and graduate programs, courses, grids, and other information as needed, for both internal and external audiences, including staff, faculty, administration, students, prospective students, and parents.
- **Valencia Curriculum Maintenance:** supports and coordinates curriculum proposal submission and review processes; updates curriculum and program information and prepares course information for various college publications and the web.
- **Develops and maintains the Valencia intranet:** coordinates with Academic Technology and develops the maintenance of intranet for analyzing usage of academic spaces (studios, practice rooms, etc), faculty schedules, inventory, etc.

OTHER DUTIES AS ASSIGNED

Knowledge and Skills Required:

- Bachelor's degree required; master's degree preferred.
- Experience in academic administrative operations.



- Management experience of administrative staff.
- Knowledge of the spanish labor framework.
- Demonstrated capacity to develop and maintain effective working relationships with individuals and organizations reflecting a broad range of identities, perspectives, and experiences.
- High-level proficiency with Google Drive, Microsoft Office, and FileMaker Pro applications. Knowledge of Datatel Colleague platform a plus.
- Ability to work with and provide guidance to multiple members of the community, especially faculty, program directors, support staff, and committees.
- Full awareness of and commitment to the college's diversity initiatives.
- Excellent presentation and strong interpersonal skills with necessary discretion to work with confidential information.
- Excellent verbal and written communication skills in English and Spanish
 - Ability to write academic formal Spanish for elaboration of administrative reports for government agencies.
- Strong budget management and analytical skills.
- Ability to simultaneously manage multiple, large, details projects from planning and organization through to implementation and assessment of results.

DISCLAIMER: (THIS WILL REMAIN FOR ALL JOB DESCRIPTIONS)

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.