

ACADEMIC COORDINATOR

The College of Arts and Sciences at Kansas State University invites applications for the position of Academic Coordinator. The position is full-time, twelve-month, and is responsible for the following: Process graduation applications and transfer course equivalency. Maintain requirement lists for all majors in the College of Arts and Sciences. Advise students concerning graduation requirements and transfer course equivalency. Maintain electronic Student Information System and Degree Audit System.

Details of job description are:

- Understand all curricula and academic policies for the College of Arts and Sciences.
- Review and clear graduation applications for the College of Art and Sciences each semester on a tight deadline. Maintain the database of all students who have failed to graduate.
- Evaluate incoming transfer work
- Complete graduation checks for all 2nd semester Juniors. Keep curriculum guides up to date for all majors in the College.
- Advise students, including transfer credit evaluation, questions about degree requirements, verification from department advising appointments, discrepancy in graduation checks, Green to Gold candidates, and students who have failed to graduate.
- Serve as primary contact for iSIS issues for the College of Arts and Sciences. Maintain a clear understanding of iSIS security levels.
- Collaborate with the iSIS Task Force and subcommittees of the Task Force. Attend all meetings and have a clear understanding of how the College works in order to be a good advocate and representative for the College.
- Maintain the DARS system.
- Evaluate all prospective and incoming student athletes transfer credits.
- Keep transfer course equivalency up to date from the Kansas community colleges.
- Maintain and update course pre-requisites in iSIS.
- Maintain the basic requirement sheet as course changes have been approved.
- Attend CAPP meetings in the absence of the Assistant Dean and have a clear understanding of University and College policies and procedures.

Qualifications: Bachelors degree required. Masters degree preferred. At least one degree in a liberal arts and sciences discipline is preferred. Experience in university teaching and/or university advising is desirable. A letter of application, resume and names of three references should be submitted to Joe Aistrup, Associate Dean, College of Arts and Sciences, 117 Eisenhower Hall, Kansas State University, Manhattan, KS 66506. Screening of applications begins October 30, 2009, and continues until the position is filled. Background check required. KSU is an equal opportunity employer and actively seeks diversity among its employees.