

3.8 Academic Coordinator (Architecture and Interior Design)

Summary of Duties

This position is responsible for advising, academic coordination, and recruitment of undergraduate students in the Bachelor of Science in Architectural Studies and the Bachelor of Arts in Interior Design. This position also provides support to graduate programs (Master of Architecture; Master of Arts in Interior Design) and coordinates the SDC Ambassador program. This position reports to the academic program manager while working in conjunction with program heads and the director.

Academic Advising/Coordination (50%)

- Serve as the main point of contact and advisor for current, prospective, and incoming students in Architecture and Interior Design.
- Maintain full awareness and be conversant about advising issues as a certified advisor and participate in continuing education/training;
- Assist students in selecting appropriate courses, developing degree plans, and monitoring progress toward certification and graduation;
- Advise transfer students, field inquiries about program policies and prerequisites, and advise potential students regarding equivalencies and transfer credits;
- Coordinate certification process to include receiving and reviewing application materials and notifying students of decisions;
- Administer creation and dissemination of student correspondence and maintain accurate student files for use in advising;
- Prepare documentation and assist with reinstatement and SAP appeal processes;
- Work with academic program manager, program heads, and other appropriate university offices in the resolution of academic problems and deficiencies, and specific student needs.

Recruitment and Retention (30%)

- Coordinate SDC Student Ambassador program to include recruiting and training ambassadors and developing annual program of events and activities in conjunction with WSU recruitment events, including in-house SDC presentations and tours;
- Represent programs at school, college, and university events;
- Meet with prospective students and develop schedules for on-campus visits;
- Represent the programs at various SDC and university meetings and on relevant committees as necessary;
- Assist with articulation agreements, accreditation reports, course schedule, and curriculum/catalog updates as requested;
- Participate in other program and SDC events as needed;
- Perform other duties as essential for the effective operation of the programs and the SDC.

Graduate Program Support (20%)

- Respond to prospective student inquiries;
- Manage receipt of application materials and notification of admissions decisions;
- Coordinate activities and information with the Graduate School;
- Process forms and maintain student records;
- Provide information on program requirements and deadlines.