

3.9 Academic Coordinator (Construction Mgmt. and Landscape Arch)

Summary of Duties

This position is responsible for advising, academic coordination, and recruitment activities for students in the Bachelor of Science in Construction Management and the Bachelor of Landscape Architecture. This position also provides support to school-wide professional development, recruitment, retention, and curriculum management activities. 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 Construction Management and Landscape Architecture.
- 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.

Professional Development, Recruitment, and Retention (30%)

- Support professional development activities for students in the SDC to include planning, coordination, and/or facilitation of corporate recruiting (company info sessions and interviews);
- Represent programs at school, college, and university events;
- Meet with prospective students and develop schedules for on-campus visits;
- Provide support for the SDC Ambassador program as needed;
- Assist with articulation agreements, accreditation reports, and events as requested;
- Perform other duties as essential for the effective operation of the programs and the SDC.

Curriculum Support (20%)

- Coordinate with academic program manager and program heads to input and maintain data for course schedules and teaching assignments each semester and summer session;
- Facilitate submission of curricular and catalog changes;
- Verify data for course evaluations and assist with response collection efforts;
- Represent the programs at various SDC and university meetings and on relevant committees as necessary;
- Contribute to and assist with the management of program data collection and assessment.