

Director, Academic Affairs  
Alcorn State University

Direct Link: <https://www.AcademicKeys.com/r?job=238450>

Downloaded On: Apr. 2, 2025 7:13pm

Posted Jul. 2, 2024, set to expire May 10, 2025

<b>Job Title</b>	Director, Academic Affairs
<b>Department</b>	Academic Affairs Department
<b>Institution</b>	Alcorn State University Lorman, Mississippi
<b>Date Posted</b>	Jul. 2, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Academic Affairs
<b>Job Website</b>	<a href="https://jobopps.alcorn.edu/postings/7229">https://jobopps.alcorn.edu/postings/7229</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Job Summary

- Develops and implements goals, objectives, policies, procedures, work standards, and internal controls.
- Monitors, evaluates, and modifies procedures to enhance effectiveness of Academic Affairs processes and its capacity to meet student needs.
- Have strong analytical and problem-solving skills .
- Ability to effectively communicate with a wide range of individuals and constituencies in a diverse university community.
- Prepares comprehensive narrative and statistical reports including management and analysis of data.
- Prepares clear and concise reports, correspondence, policies, procedures, and other written materials.

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- Meets schedules and timelines.

## Knowledge Skills and Abilities

### Essential Job Functions

- Proficiency in systems design and processes to improve efficiency and effectiveness.
- Ability to implement relevant solutions to situational problems or changes .
- Ability to identify innovation and improvement opportunities .
- Expert user of advanced MS Word, functions Including document set up and production, template, mail merge, edit/track changes functions, import and creation of graphs and charts.
- Advanced Excel skills and working knowledge of administering databases .
- Experience with maintaining and managing logical electronic (and paper) storage and filing processes.
- Strong data analytics modeling experience.

### Qualifications

- Master's degree required; Ph.D. preferred.
- Minimum of five years of administrative experience working in higher education.
- Proven experience managing academic human resources policies.

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### Contact