

Director of Academic Administration
Columbia University

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Downloaded On: Feb. 22, 2025 2:23pm

Posted Jan. 15, 2025, set to expire May 19, 2025

Job Title	Director of Academic Administration
Department	School of the Arts, Theatre Program https://arts.columbia.edu/
Institution	Columbia University New York, New York
Date Posted	Jan. 15, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Administration - Academic Unit Administration - General Senior Administration University Administration
Apply Online Here	http://opportunities.columbia.edu/cw/en-us/job/548247?ApplicationSubSourceID=
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Job Description	

The salary of the finalist selected for this role will be set based on a variety of factors, including but not limited to departmental budgets, qualifications, experience, education, licenses, specialty, and training. The above hiring range represents the University's good faith and reasonable estimate of the range of possible compensation at the time of posting.

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Position Summary

To facilitate the leadership of the Chair of the Theatre Program, the Director of Academic Administration is responsible for day-to-day management of the Program's academic year, summer, international and community programs. In consultation with faculty and SoA staff as appropriate, the incumbent directs instructional and student affairs administration, financial operations, and provides general academic administration for the Master of Fine Arts program, including any new or forthcoming degree and non-degree initiatives. Works closely with the Director of Production on overall Program budgeting and planning.

Reports to the Chair of the Theatre Program and works closely with the Concentration Heads, as well as with SoA staff in Student and Alumni Affairs, Admissions and Financial Aid, Communications, Finance and Human Resources.

Responsibilities (in order of importance, with % of total effort spent on each)

General Academic and Instructional Administration - 45%

Responsibilities include but are not limited to:

Direct administration of the MFA program and facilitate administration of the PhD program in consultation with faculty. Address student and faculty needs on a daily basis. Work closely with the Chair and the Concentration Heads of Acting, Directing, Dramaturgy, Playwriting, Stage Management, and Theatre Management and Producing to plan the semester course schedule and determine room assignments. Prepare and submit the annual list and budget for all new and continuing adjunct faculty for approval by the Dean's office and collect updated CVs. Assist faculty to prepare new course and curricular proposals for submission to the Committee on Instruction (COI). Work closely with the Director of Production on overall program budgeting and planning. Develop and maintain a network of contacts and respond to inquiries from other University offices and professional peer groups in consultation with faculty as appropriate. Manage administrative processes for faculty searches. Prepare and update program copy for the website and all collateral materials. Assist faculty with annual grant proposals as requested in close consultation with the Office of Development.

Fiscal Administration - 20%

Responsibilities include but are not limited to:

Manage the Theatre Program's annual administrative operating budget and confirm spending priorities in consultation with the Chair. Authorize all administrative expenses. Review quarterly financial forecasts in consultation with the Associate Dean of Finance and advise the Chair and Dean of Academic Administration on the program's financial status. Manage the budget for all student service

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and casual student positions in collaboration with the offices of Human Resources, Finance, and Financial Aid.

Student Administration - 35%

Responsibilities include but are not limited to:

Advise prospective students on admissions process and program requirements as needed. Advise current students on the Program's expectations and commitments, and curricular requirements. Monitor students' academic progress and advise faculty as needed. Address student behavioral issues in consultation with the Concentration Heads and the Office of Student Affairs. Plan and oversee spring audition process in consultation with the Concentration Heads of Acting and Directing; attend auditions locally and nationally as needed. Oversee semester registration process. Certify students for graduation. Oversee the application and selection process for all student service and student casual appointments; assist faculty to address student performance issues. Administer the internship program and placements in consultation with faculty; develop and maintain contact with participating organizations.

Perform other related duties as assigned/requested.

Minimum Qualifications

- Bachelor's degree required.
 - Minimum of five years of experience in arts management or related experience.
 - Excellent interpersonal, organizational, supervisory, and communications skills (written and verbal).
 - Experience working with persons from diverse backgrounds.
 - Demonstrated attention to detail.
 - Ability to work independently and under pressure on concurrent projects with multiple constituents and deadlines.
 - Ability to handle confidential matters with tact and discretion.
 - Financial management and experience with multiple computer platforms required.
 - Some evening/weekend work and limited travel required.
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Preferred Qualifications

- Advanced degree in the arts preferred. Previous experience in an academic setting preferred.



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EEO/AA Policy

Commitment to Diversity

Columbia University is dedicated to increasing diversity in its workforce, its student body, and its educational programs. Achieving continued academic excellence and creating a vibrant university community require nothing less. In fulfilling its mission to advance diversity at the University, Columbia seeks to hire, retain, and promote exceptionally talented individuals from diverse backgrounds.

Equal Opportunity Employer / Disability / Veteran

Columbia University is committed to the hiring of qualified local residents.

Contact Information

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

Contact

School of the Arts, Theatre Program
Columbia University
New York, NY