

Manager, Faculty Employment

Job Code 50028709

General Description

The purpose for this position is to manage the faculty recruitment process for the Academic Affairs division and selected associated functions of faculty employment.

Examples of Duties

Manage the faculty recruitment process for Academic Affairs.
Provide faculty recruitment process training utilizing the PeopleAdmin software to the academic community on an on-going basis.
Manage web content for Faculty Records site.
Prepare the annual advertisement for anticipated tenure-track positions and send approved ad to selected publications.
Prepare initial contracts for new tenure-track faculty as part of the current Faculty Records on-boarding process.
Assist in the tenure and promotion process which includes tracking and notifications to faculty.
Assist in the Presidential Excellence Award process which includes tracking and notification to faculty.
Assist the Director with new faculty orientation in the fall and spring.
Assist Director in the coordination of the fall convocation ceremony.
Prepare faculty portion of the Board of Regents' report and back-up.
Prepare correspondence for the Provost or President as assigned for matters that fall within the area of responsibility of Faculty Records that are not assigned to other staff.

Knowledge, Skills, and Abilities

Knowledge of: Basic conversational English; SAP software; Microsoft Office; university and division policies and procedures

Skill in: Writing instructions; work as a team member; training others in the use of new software and procedures; prioritizing own workload and that of others; track multiple items accurately and efficiently;

Ability to: Understand policies and procedures and written business documentation; verification of salaries in SAP; explain work problems or inquiries; explain work procedures; create and update training documents; verifying accuracy of information submitted from colleges for processing; respond to information request; work with confidential information; focus on detail

Experience and Education

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.