Position Description: **F0048**

Official Title: Director – **Academic Development/Support Unit (assigned area)**

Pay Schedule: **AD-09** Non-Tenure Position

1. **Summary**: Directors of Academic Development/Support Units are senior administrators of units under the Provost, Vice Provost, Associate Provost, or the Dean of Research. These academic units include major Centers, or Departments. These academic units are the organizational home of NPS programs and functions that support the development of NPS faculty, students and academic programs, and that provide the university-level academic systems and processes supporting academic operations. Directors of academic development/support units plan and administer the educational, research, personnel, and administrative activities of their respective academic unit. In their area of responsibility, they provide leadership across NPS’ schools, departments, academic programs and faculty, as well as off-campus service to the DoN/DoD and others. (Example Director - Academic Development/Support Unit areas may include: Registrar, Admissions, Distance Learning, Faculty Development, Student Writing Development, Student Support Programs, Research Systems, Academic/Student Management Systems, Distance/Satellite Education Office, Research Support Unit, IGPO).
2. **Duties**: A Director of an Academic Development/Support Unit
* organizes, manages, budgets, and governs their academic unit to carry out the relevant NPS policies of the academic unit to accomplish the objectives of NPS education and/or research programs;
* designs and develops learning support systems and processes and administrative policies and processes to support faculty and students in NPS education programs;
* assures that the NPS academic development/support functions comply with relevant policies and regulations – NPS, DoD, academic and accreditation;
* plans and supervises educational development and support programs to support the mission of NPS, and coordinates these programs with the relevant Dean, Vice Provost, or Associate Provost;
* coordinates academic development/support programs and processes across NPS’ schools and departments;
* coordinates academic systems and support processes across NPS’ schools and departments;
* represents their academic unit in academic and administrative matters;
* maintains familiarity with related activities at civilian and military educational institutions and technical and industrial organizations to keep education and research programs and functions abreast of educational and technical advances;
* provides academic advice, service, or consultation to Naval and Defense educational activities, and to others as required; and
* performs other duties commonly understood to be duties of directors of academic development/support units, as required.
1. **Scope of duties**: Directors are the supervisor for all assigned faculty and staff. Directors lead the academic enterprise at the academic development/support program and unit level, and provide significant external services to DoN activities, DoD activities, and professional organizations. Directors may engage with students who are located at duty stations across the world as well as at Monterey.
2. **Qualifications:**
* A graduate or terminal degree in a discipline relevant to NPS or the academic functional area;
* accomplishments in education and research commensurate with appointment as a senior faculty member;
* significant prior experience in an academic/educational management position, or similar professional experience, and
* familiarity with DoN/DoD
1. **Special Requirements:**
* Position designated non-critical sensitive (requiring Secret eligibility) unless otherwise designated via the Position Designation Tool on the AD PD Addendum;
* Incumbent required to file OGE-450, Confidential Financial Disclosure Report.