

Official Title: Director, Academic Administration

Pay Schedule: AD-09

Non-Tenure Track

**A. Summary:** The Director of Academic Administration manages and directs all aspects of academic administration division, including admissions, scheduling, registrar, educational analysis, enrollment management planning, and development of supporting technology. The Director works directly for the Vice Provost, Academic Affairs. The Director develops and implements administrative policies, processes, procedures, and technology solutions to facilitate the effective, efficient and innovative provision of academic and education support services.

**B. Duties:** The Director of Academic Administration

- organizes, manages, and leads admissions, enrollment, academic records management, and academic systems administrative support processes;
- serves as the Naval Postgraduate School Registrar;
- creates and publishes the Master Schedule of classes, grades processing and dissemination, transcript and diploma production, creating and publishing the academic catalog, report production, and enrollment certification;
- analyzes academic systems to determine requirements and develop or procure education support systems such as student information systems, class scheduling systems, academic catalog systems, and academic record storage systems;
- advises the Vice Provost on admissions, enrollment and records management policies;
- researches best practices and benchmarks with registrar and enrollment management professionals at comparable educational institutions;
- provides academic administration advice, service, or consultation to the Navy and Department of Defense, and to others as required; and
- performs other duties commonly understood to be Director of Academic Administration duties, as required.

**C. Scope of Duties:** The Director of Academic Administration supervises a civilian staff responsible for registrar, admissions, enrollment, scheduling, and academic records management, and is responsible for management of assigned budgets, manpower, and physical facilities. The Director of Academic Administration solicits feedback from, and provides information to, faculty at the program and department level. The Director of Academic Administration may engage with students and faculty who are located at duty stations in Monterey and throughout the world.

**D. Qualifications:**

- An earned graduate degree in a discipline that supports the departmental needs;
- broad experience (typically five or more years) of progressively responsible experience at the department head level or above in an academic, or comparable administrative, environment;
- demonstrated excellence in management, communication and interpersonal skills; and;
- demonstrated knowledge of systems and emerging technologies applicable to graduate-level academic administration functions.

**E. 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.