

Job Level	Academic Director, INTO Colorado State University	Management Level II
Problem Solving	<ul style="list-style-type: none"> * The AD will have hiring authority for anyone in the Academic unit. * Lead and oversee proposals for special programs. * Supervise academic advising for INTO CSU students. * Work to maintain standards set by the major professional bodies for English language programs, with a focus on standards for curriculum and student achievement. * Direct the accreditation application process for the INTO CSU Center's English Language Program with appropriate accrediting agencies. * Collaborate with the INTO CSU Executive Director and partner departments to ensure the integration of language and content courses. * Complete quantitative and qualitative analyses to support excellence in English language programs and PW programs, and support the work conducted in the areas of learning assessment and student outcomes. * Develop a system for tracking student progress, progression, and matriculation including communicating these results to the Center, university community, and Board Members. 	<ul style="list-style-type: none"> ▪ Applies concepts towards the development of new rules or policy development
Interaction/ Communication	<ul style="list-style-type: none"> * Participate in the INTO CSU Senior Management Team with the Executive Director, the Director of Student Experience, the Finance Business Partner, and the Operations Manager. Work in close cooperation with other managers in areas that impact academic staff and students, such as registration, enrollment management, etc. * Work successfully with university colleges and departments to create new Pathway programs and grow and evolve those already in place. * Work closely with all appropriate faculty and staff at the INTO CSU Center and at CSU to ensure that Pathway students receive appropriate academic advising and direction on meeting progression requirements at CSU. * Coordinate closely with the Office of International Programs, and other CSU offices, on any areas of overlap. * Liaise with INTO field and other Centers' staff and agents regarding academic programs, student academic issues, special programs, training, and recruiting. * Serve as an ambassador for the Center, meeting with groups, agents, sponsors, students, and other constituents to communicate and implement long- and short-term goals of the Center and expand upon financially viable opportunities for contracts with groups. * Represent the Center across university committees that connect with student assessment and high impact practices. 	<ul style="list-style-type: none"> ▪ Adapts communication style and uses persuasion in delivering messages
University Impact	<ul style="list-style-type: none"> * The Academic Director provides leadership to all of the academic personnel within the INTO CSU Center and reports to the Provost / Executive Vice President on the development of new programs, curriculum, accreditation, and academic integrity / standards. * On a daily operational level, the Academic Director is an integral member of the INTO CSU Center Senior Management Team and is expected to work closely with and receive direction from the INTO CSU Executive Director, in concert with the team's approach to the administrative and academic needs of the Center and its students. The Academic Director is responsible for the development of new programs, curriculum, accreditation, and academic integrity / standards. This includes, but is not limited to, overall operational responsibility for the management and development of teaching resources, faculty, academic coordinators, academic support, and related resources within the Center. 	<ul style="list-style-type: none"> ▪ Ability to impact the development of existing principles and guides the development of new policies and ideas ▪ Work provided by the team generally has longer-term impact beyond the current year

Financial/ Budget
Responsibility

- * Contribute to the formulation of the annual budget and the regulation of expenditure in the Center. Monitor the Center's financial performance through the efficient management of teaching resources, both those contracted independently and through various CSU departments, including teaching hours and class sizes.

- Provides input into the budgeting process and may be a sub-departmental budget owner or have responsibility towards the fiscal management

People
Management

- * Directly supervise all Non-tenure instructor with and without academic management duties. This includes coordinators (PW, AE, LRC) and curriculum supervisors.
- * Directly supervise the Academic Support Manager and the Assistant Director of PW Advising.
- * Direct the process of annual evaluations of faculty and staff who report directly to the Academic Director and ensure follow-through of the hiring, orientation, evaluation, and performance of language program faculty in consultation with the Provost / Executive Vice President and INTO CSU Executive Director, within CSU policies and in coordination with INTO CSU policies and Department of English practices

- Manages teams of technical/support and/or professional roles
- May have people management responsibility for pay reviews, performance management, and resource planning