Kansas Board of Regents
Position Description for
Associate Director for Academic Affairs

Date: 06/23/2020

Name:

Position No.: K027523

Supervisor: Director for Academic Affairs

Brief Description of the Position: The Associate Director for Academic Affairs reports directly to the Director for Academic Affairs and supports the alignment of secondary and postsecondary education. In carrying out these responsibilities, the Associate Director will engage with the Kansas State Department of Education (KSDE) on areas of mutual policy priorities and will also provide support for systemwide initiatives to strengthen the transition of students from secondary to postsecondary education. The position may work from the Kansas Board of Regents office in Topeka, Kansas or work remotely. If working remotely you must have reliable internet access. The position may require one or two days of attendance at Board meetings in the Topeka office or on the state university campuses during the months of September through June.

Position Duties:
Liaison with KSDE to strengthen the transitioning of students from secondary to postsecondary education by:

- Providing staff support for the KSDE/KBOR Coordinating Council and other collaborations of these agencies
- Staying apprised of KSDE priorities and pertinent initiatives by attending Kansas State Board of Education and other relevant KSDE meetings
- Facilitating the alignment of secondary/postsecondary education programs
- Enhancing the communication to school districts (particularly high school counselors) regarding systemwide transfer courses and credit for prior learning opportunities
- Working with the KSDE school counseling program consultant to better connect secondary counselors to Board resources
- Monitoring adoption and implementation progress of career pathways and attending Technical Education Authority meetings

Provide support to Academic Affairs for systemwide initiatives to strengthen the transitioning of students from secondary to postsecondary education by:

- Promoting the Apply Kansas Initiative and staffing the Apply Kansas Steering Committee
- Expanding systemwide articulation and supporting the Transfer & Articulation Council and Subcommittees (with Director of Academic Affairs)
- Continuing the implementation of reverse transfer and reporting progress as necessary
- Monitoring the implementation of the placement assessment guidelines for developmental education
- Staffing the Credit for Prior Learning Taskforce (with the Director of Academic Affairs)
- Supporting and monitoring the expansion of systemwide concurrent enrollment (with the Director of Academic Affairs)
- Staffing the Open Education Resources Steering Committee
- Supporting the Teacher Education Initiatives, including the Teacher Education Competitive Grant Program (with the Director of Academic Affairs)
- Assisting with establishing, maintaining, and reporting on information collected for credit for prior learning, concurrent enrollment partnerships, performance agreements/reports and various articulation agreements (secondary to post-secondary and post-secondary to post-secondary)

Other responsibilities will be assigned as required.

**Required Qualifications:**
- Bachelor’s degree from an accredited institution.
- Demonstrated familiarity with current issues in higher education.
- Strong analytic, organizational, and interpersonal skills.
- Ability to prioritize, take initiative, focus, and follow projects through to completion.
- Strong oral and written communication skills.
- Appreciation of secondary educational system.

**Preferred Qualifications:**
- Master’s degree.
- Three years of full-time experience in a postsecondary environment (college, university, community college, technical college) AND/OR Three or more years of experience working in secondary education.