

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

**Date:** February 2024  
**Name:** Vacant  
**Position No.:** K0245645  
**Supervisor:** Director for Academic Affairs

**Brief Description of the Position:** The Associate Director for Academic Affairs oversees implementing and ongoing monitoring of the Systemwide General Education Framework, Math Pathways, and Co-requisite Remediation for Math and English gateway courses. In carrying out these responsibilities, the Associate Director will utilize established councils and task forces and create new ones to engage system institutions and stakeholders to support critical initiatives targeting student success.

**Position Duties:**

- Provide leadership and coordination for systemwide Math Pathways
  - Work with Directors to coordinate performance agreements aligned with Math Pathways and Co-requisite Remediation
  - Coordinate implementation of mathways at system institutions in conjunction with the Math Pathways Task Force.
  - Serve as liaison for the Charles A. Dana Center liaison as guidance for implementation of Math Pathways, Systemwide Course Placement Measures, and Corequisite Remediation
  - Develop and update templates for reporting implementation
- Provide leadership and coordination for systemwide Math and English co-requisite remediation
  - Coordinate systemwide work groups for common placement measures for Math gateway courses and for English gateway courses
  - Convene discipline groups to determine appropriate math courses for all programs within each discipline
  - Arrange for professional development and guidance to provide co-requisite courses in Math and English
  - Develop and update templates for reporting implementation
- Provide leadership and support for Systemwide General Education Framework initiative
  - Utilize the General Education Council to implement and maintain the Systemwide General Education Framework at seven universities and nineteen community colleges
  - Maintain master general education course lists for seven universities and nineteen community colleges
  - Maintain program exceptions to the Systemwide General Education Framework
  - Develop systemwide associate degrees with common general education programs
- Work with Directors and collaborate with Data, Research, and Planning staff to ensure appropriate data collection for Systemwide General Education Framework, Math Pathways, and Co-requisite Remediation for Math and English
- Collaborate with Universities on the approval process for annual Academic Calendars

- Ensure Systemwide General Education Framework, Math Pathways, Co-requisite Remediation for Math and English, and academic calendar websites are updated and accurate
- Work with the University of Kansas to transfer funds from State Universities to the University Press of Kansas (annually)
- Act as KBOR liaison to Council of Student Affairs Officers (CoSAO)
- Assist Vice President and Director of Academic Affairs with annual contract renewals for placement testing and online proctoring
- Report and communicate timelines at System Council of Chief Academic Officers, Board of Academic Affairs Standing Committee, and System Council of Presidents meetings as needed on projects
- Performs other duties as assigned

**Supervisory Duties:** No

**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.
- Three years of full-time experience in a postsecondary environment (college, university, community college, technical college, or higher education system office).

**Preferred Qualifications:**

- Master's degree from an accredited institution.
- Five years of full-time experience in a postsecondary environment (college, university, community college, technical college, or higher education system office).