

**SAMPLE POSITION DESCRIPTION – ACADEMIC ADMINISTRATOR SERIES**  
**Academic Administrator I-VII**

**Resources:**

- APM 370: <https://www.ucop.edu/academic-personnel-programs/files/apm/apm-370.pdf>

The following template should be used to create job announcements and position descriptions for recruitment (including search waivers/exempt hires), appointment, and subsequent reviews. The position description should be reviewed and updated as needed, particularly at the time of a promotion.

**Note:** The position description should focus on a description of the position, including criteria for appointment (e.g., years of experience, degree requirement), duties, responsibilities, expectations and criteria for productivity. It should NOT include the qualifications of a specific candidate. See [APM 370-10](#) for criteria, which should be used in the development of the position description.

**TEMPLATE POSITION DESCRIPTION**  
**ACADEMIC ADMINISTRATOR \_\_\_\_ (insert number)**  
**DEPARTMENT OF (\_\_\_\_) or UNIT NAME**

**NATURE AND PURPOSE**

*(The following general statement describes the role of an Academic Administrator and should be included in all position descriptions.)*

Academic Administrators are appointees who administer programs that provide service closely related to the teaching and research mission of the University. The duties of an Academic Administrator are largely administrative, although teaching and research responsibilities may be assigned. The Academic Administrator oversees complex units with a substantial amount of independence and works closely or jointly with faculty.

**MAJOR RESPONSIBILITIES**

*(Specific responsibilities associated with the particular appointment and subject matter area should be developed using the following list of general responsibilities associated with the Academic Administrator position. A sample statement is included under each general responsibility.)*

I. ADMINISTRATION/MANAGEMENT OF PROGRAMS ( %)

The Academic Administrator is responsible for the administration of one or more programs. This responsibility might include directing the activities of a support staff and coordinating the activities of faculty and academic staff involved in the program(s). The candidate might be involved in planning, developing, and evaluation of programs, supervision of staff, development of proposals for extramural funding, and management of program resources. The candidate shall provide intellectual leadership and scholarship in the roles of administrator and supervisor.

II. PROFESSIONAL COMPETENCE AND ACTIVITY ( %)

The candidate must show evidence of continuing professional growth and the ability to relate effectively with academic personnel in their own unit and in other campus units. Candidates should also provide evidence of continuing scholarly activity in an appropriate discipline. If an Academic Administrator has teaching responsibilities, evidence of competence and creativity in this area should be provided. An agreement regarding the amount of time spent on scholarly and teaching activities should be made at the time of the appointment and reevaluated periodically. The candidate will provide intellectual leadership and scholarship to their programs. The candidate will participate in professional

societies and conferences appropriate to his/her specific field. The candidate may give oral presentations to public and professional interest groups, or at seminars, meetings or educational functions.

III. UNIVERSITY AND PUBLIC SERVICE ( %)

The candidate will participate in the administration of his/her home unit and the University through appropriate roles in governance and policy formulation. In addition, she/he may represent the University in both the public and private sectors. As a result, the effective performance of his/her duties may require participation in campus governance through committee membership, community activities, projects that are University-wide in scope, and service in a liaison capacity with other public and private agencies.

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Supervisor's Signature

Date

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Employee's Signature

Date