

## SAMPLE POSITION DESCRIPTION – ACADEMIC COORDINATOR SERIES

### All Levels (I-III)

#### RESOURCES:

- APM 375: <https://www.ucop.edu/academic-personnel-programs/files/apm/apm-375.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. Note: Academic Coordinators are not eligible for promotion between levels. A change in level should be considered if there are changes in the program scope and complexity. An updated position description should be prepared in response to the change in scope and complexity.

**Note:** The position description should focus on a description of the position, including criteria for appointment (e.g., years of experience, degree requirements), duties, responsibilities, expectations and criteria for productivity. It should NOT include the qualifications of a specific candidate. See APM [375-10 and 375-11](#) for criteria, which should be used in the development of the position description.

**TEMPLATE POSITION DESCRIPTION**  
**ACADEMIC COORDINATOR \_\_\_\_ (insert level)**  
**DEPARTMENT OF (\_\_\_\_) or UNIT NAME**

**NATURE AND PURPOSE**

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

Academic Coordinators are appointees who administer academic programs that provide service closely related to the teaching or research mission of the University. This service may be provided to academic departments, to organized research units, to students, or to the general public. Determination of the appropriate level for an appointment for an Academic Coordinator shall take into consideration such factors as program scope and complexity. The duties of an Academic Coordinator are primarily administrative. Individuals in an Academic Coordinator title who are assigned research or instructional duties are required to hold a dual title.

**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 Coordinator position. A sample statement is included under each general responsibility.)*

**I. COORDINATION OF ACADEMIC PROGRAMS ( %)**

Academic Coordinators have primary responsibility for the administration and coordination of one or more programs and may have responsibility for directing the activities of other academic appointees or staff.

Types of activities may include, but are not limited to:

1. Academic program planning and development.
2. Assessment of program and constituency needs.
3. Evaluation of academic program activities and functions.
4. Development of proposals for extramural funding of campus programs and identification of support resources.
5. Liaison representation with other agencies and institutions in the public and private sectors.
6. Supervision and leadership of other academic appointees or staff.
7. Other duties as appropriate.

**II. PROFESSIONAL COMPETENCE AND ACTIVITY ( %)**

The candidate will provide intellectual leadership and scholarship to his/her 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 units and the University through appropriate roles in governance and policy formulation. In addition, he/she may represent the University in his/her special capacity as a scholar during the discharge of his/her responsibilities.

The candidate may engage in University service activities such as guest lecturing and committee service. Teaching classroom courses is not an expectation of this position.

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Supervisor's Signature

Date

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Employee's Signature

Date

