VSC
VERMONT STATE COLLEGES

Job Classification Description

DIRECTOR OF ACADEMIC DATA MANAGEMENT
for the Vermont State Colleges   **Grade 15**
Non-Bargaining Unit   **Exempt**

BASIC FUNCTION
Provide leadership for a variety of functions in the area of academic records and curriculum management, including oversight of transfer equivalency; changes and/or additions to courses, majors and degree programs. Management and coordination of all VSC academic data in Colleague to ensure data integrity and continuous improvement of services. Also responsible for the development and management of system-wide standards for reporting and for policies and procedures for documentation of academic records.

CHARACTERISTIC DUTIES & RESPONSIBILITIES
- Convene and lead the academics and curriculum team (AC/CU); serve as a single point of contact between AC/CU and academic deans on issues related to policy and procedures.
- Collaborate with VSC Registrars, Academic Deans, and Office of the Chancellor personnel, as appropriate, on all academic data management issues.
- Develop, implement and manage system wide reporting strategies related to the functional area.
- Work closely with the Director of Academic Information Systems, Director of System IT, the Director of Library Planning and the Director of Learning Technologies to ensure the inter-operability of mission-critical systems and the close coordination of planning, implementation, maintenance, and use of these systems.
- Facilitate decision-making within the VSC regarding common and equated courses and the designation of courses as unique.
- Document and audit data entry and maintenance in the student system of Colleague to ensure completeness and consistency across the VSC. This includes but is not limited to: courses, majors, degree programs, sections, degree audit, and transcripts.
- Work with IT personnel and registrars to ensure the functionality and customer service orientation of electronic registration processes and processes to disseminate information related to student records, including safeguarding confidentiality of records in compliance with VSC policies and local, state and

federal regulations.
- Resolve conflicting academic data decisions, failure to implement agreed upon academic data decisions, and any academic policy implications of decisions.
- Working within system-wide training initiatives, assist in the development of training strategies for end-users.

SUPERVISION RECEIVED
This position reports to the Director of Administrative Information Systems.

SUPERVISION EXERCISED
Consultative supervision of members of the AC/CU team.

MINIMUM QUALIFICATIONS
Bachelor's degree, with graduate degree desirable, plus four to six years of relevant technical and administrative experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Sound understanding of organizational and governance structures, and general academic policies and regulations in higher education institutions.
- Broad base of general technical knowledge and skills related to managing complex records systems, including computerized information systems. Directly related experience in student records and registration desirable.
- Excellent communication, planning, organizational, and administrative skills.
- Ability to deal effectively with college faculty, students, administrators, and staff, as well as various outside organizations and agencies, in developing, promulgating, and enforcing system academic policies.

This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.