UNIVERSITY OF SOUTHERN CALIFORNIA

Academic Review Coordinator
Job Code: 137111

Grade: I
OT Eligible: Yes
Comp Approval: 6/19/2006

JOB SUMMARY:
Directs the processing of student requests for exception to academic policies and regulations. Supervises staff and acts as liaison for the Committee on Academic Policies and Procedures.

JOB ACCOUNTABILITIES:

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

Develops and implements a comprehensive training program for departmental personnel. Trains, supervises and evaluates performances of department's full time staff, casual workers and student personnel.

Develops and implements departmental policies and procedures to identify, contact and advise undergraduate and non-admitted students who are academically deficient according to University policies. Evaluates and updates procedures to enhance productivity and service.

Implements University policies, procedures and deadlines for the processing of student exception requests to registration related policies, department generated student petitions, faculty requests for correction of grade, mandatory student advisement and the readmission process.

Develops and maintains staff counseling guidelines and standards. Intervenes in cases involving significant conflict between students and employees, recommends appropriate action to the Associate Registrar or implements corrective measures.

Researches and provides information to the Committee on Academic Policies and Procedures. Provides policy and procedural information to internal and external departments.

Controls registration of students on academic probation and disqualification and the Freshman Access Program students. Coordinates readmission to the University for students of academic disqualification. Maintains related data and provides reports as needed.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

EMERGENCY RESPONSE/RECOVERY:
Essential: No
In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**
- Bachelor’s Degree
- Combined experience/education as substitute for minimum education

**Minimum Experience:**
- 2 Years
- Combined education/experience as substitute for minimum experience

**Minimum Field of Expertise:**
- Counseling standards and procedures, supervisory experience.

**Preferred Experience:**
- 3 Years

**Preferred Field of Expertise:**
- Student services experience.

**Skills:** Other:
- Analysis
- Assessment/evaluation
- Communication -- written and oral skills
- Conflict resolution
- Counseling
- Interpretation of policies/analyses/trends/etc.
- Organization
- Planning
- Problem identification and resolution
- Research
- Scheduling
- Staff development
- Supervisory Skills

**Supervises:** Level:
- Supervises employees and student workers

**Supervises:** Nature of Work:
- Professional/Paraprofessional

**SIGNATURES:**
The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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