

# **ACADEMIC SPECIALISTS**

## **JOB SUMMARY**

Under supervision of a full-time professional employee, Academic Specialists provide part-time, temporary and professional services to the University. Such functions are performed on an intermittent basis or for fixed period of a short duration. Academic Specialists are compensated on an hourly basis and may not work more than 15 hours per week.

## **EXAMPLES OF WORK**

- Performs course instruction for non-credit courses (such as Continuing Ed courses).
- Prepares instructional materials.
- Maintains student records.
- Provides individualized instruction.
- Provides administrative services.
- Provides other academic services.
- Provides student services.

## **REQUIREMENTS**

An appointee must possess those qualifications deemed appropriate to the specific assignment. Professional services usually require a minimum of a Bachelor's Degree in a relevant discipline and some related experience. Qualifications are recommended by the recruiting department and approved by the Office of Human Resources.

### **Special Note**

- May not serve on faculty committees.
- Counseling and advising students under close supervision of a full-time professional staff member.
- Has no expectation of continued employment.

# ACADEMIC SPECIALIST HIRING POLICY

An Academic Specialist Authorization to Hire Form must be filled out and approved by the department head, Budget Office, Human Resources Director and the appropriate Vice President prior to processing the prospective employee's paperwork. The Authorization to Hire Form must also be approved by the Executive Vice President if the proposed hourly rate exceeds \$17.00 per hour.

Departments/Programs are not to commit to a salary without having it approved by the Office of Human Resources or the Executive Vice President.

An Academic Specialist can only work a maximum of 15 hours per week. They are required to take breaks and must indicate them on their time sheets. Academic Specialists will not be compensated for more than seven (7) hours per day. Time sheets must be submitted in a timely manner, or the employee will face a delay in payment. To ensure timely submission in the event that an employee failed to sign the time sheet, the Payroll department will accept the time sheet with the supervisor's signature. The work schedule should be based on the half (1/2) hour. More than four (4) hours of work requires a half (1/2) hour break; more than six (6) hours of work requires a one (1) hour break. Example: 6 hours and 30 minutes requires a 1 hour break; the employee will be compensated for 5 hours and 30 minutes. 4 hours and 30 minutes requires a 1/2 hour break; the employee will be compensated for 4 hours.

The department must contact the employee once they have been given authorization and instruct him/her to report to Human Resources within three (3) business days to complete the hiring process.

No prospective employee may be given permission to begin working until the department/program has received authorization from the Office of Human Resources. No prospective employee will be processed without a Social Security Card.

Prospective employees on an F1 Visa are required to establish both identity and employment authorization before being processed. Only documents designated on the current Form I-9 will be accepted (i.e. 1-94, etc). Prospective employees who are also taking classes at Kean University should also submit the 1-20 form.

At the end of each December, all Academic Specialists are routinely terminated. Each department will be required to complete an Authorization to Hire Form and submit it to the Office of Human Resources for the next calendar year in November.

Kean University policy prohibits students, Adjuncts and Academic Specialists from holding two positions/titles on campus simultaneously.

For example:

- Academic specialists cannot work in two different departments at the same time.
- Adjuncts cannot hold Academic Specialist positions.
- Academic specialists cannot hold Adjunct positions.

# **ACADEMIC SPECIALIST HIRING PROCEDURE**

The following procedures have been established in order to ensure uniformity in the Academic Specialist hiring procedure:

- An Academic Specialist Authorization to Hire Form must be submitted, along with a job description to support the proposed hourly rate, to the appropriate Vice President for approval.
- The form must then be verified by the Budget Officer for fund availability. If a pay rate exceeding \$17.00 per hour is being requested, the Authorization form will be sent to the Executive Vice President for approval.

Please be advised that salary assignments are determined by the Office of Human Resources. Departments may recommend the salary they feel is comparable to the duties of the position.

Please instruct the prospective employee to bring a copy of his/her Social Security Card with him/her to the Office of Human Resources. If the card is not readily available or it is lost, the intake process will be halted until the card is available. Prospective employees who do not come to Human Resources within the allotted time frame, who have not produced a valid Social Security Card, or who have begun working before authorized to do so may be subject to immediate termination.

## ACADEMIC SPECIALIST PAY RATES

The Office of Human Resources has established three levels of compensation for Academic Specialists. The levels are based on skills, knowledge, problem solving ability, and the accountability of the Academic Specialist.

All Academic Specialist positions are project-oriented and should not be utilized for temporary appointments for responsibilities that would normally be assigned to a full or part-time staff member. The level of work assigned to an Academic Specialist is professional in nature and all of these levels require a minimum of a Bachelor's Degree. A department may select an individual who has obtained an Associate's Degree and substitute experience on a year for year basis in lieu of a degree. This must be approved by both the department head as well as the Office of Human Resources.

**Level I** – Bachelor's Degree and a minimum of one year of experience in a related area. An Academic Specialist in Level I performs basic professional work under close supervision using established policies and procedures. Responsibilities include, but are not limited to participation in meetings, coordinating activities in close consultation with full time staff members of the University, providing limited supervision of the office and/or students for short period of time in the absence of a permanent employee. (\$11.00 – 13.00).

**Level II** – Bachelor's Degree and two years of experience in a related area. An Academic Specialist in Level II performs professional work of some difficulty semi-independently using established policies and procedures. Responsibilities include, but are not limited to the examples provided in Level I and serving as a co-leader regarding the organization and supervision of activities for program participants or departments; maintaining databases, records and files; reviewing and analyzing documents for the approval of the department head or designee; counseling and advising students under close supervision of a full time professional staff member; facilitating the activities of a student organization under the close supervision of a full time professional staff member; preparing correspondence for distribution under the general supervision of a full time professional staff member of the University. (\$13.50 - \$15.00).

**Level III** – Bachelor's Degree and three years of experience in a related area. An Academic Specialist in Level III performs professional work of considerable difficulty independently using established policies and procedures. Responsibilities include, but are not limited to the examples described in Levels I and II and the person selected must be able to assist in providing specialized educational, vocational and personal counseling of students upon the approval of the Director of the department or program and under general supervision. Individuals may be responsible for drafting highly technical and specific documents for reports under general supervision; may provide assistance with developing websites and presentations to be utilized by professional staff in the delivery of services to students and the Kean University community. (\$15.50 – \$17.00).

Academic Specialists are employees of Kean University, but they do not earn vacation or sick leave benefits. Special approval from the Executive Vice President must be obtained for Academic Specialists who are assigned salaries greater than \$17.00 per hour.