

Academic Affairs Administrator

Full time (1 FTE), salary and benefits

San Rafael, CA

Salary: \$70,000-\$90,000, depending on experience

Job Description

The Academic Affairs Administrator provides support to the Senior Academic Program Director and, at the SAPD's direction, to other program staff of the college.

The Academic Affairs Administrator spends approximately a third to a half of their time inside the prison. While there is opportunity for some work to be done remotely, the Academic Affairs Administrator works two days per week in the Mount Tamalpais College office in San Rafael. This job involves up to three miles of walking a day on uneven terrain and some lifting. This is a Sunday through Thursday position; hours include at least two evenings a week and regular Sundays inside San Quentin.

Successful candidates will be highly organized and enjoy building and improving office processes and infrastructure. In addition, they will enjoy administrative tasks and making the team run smoothly, and will view this role as a valuable and essential part of making a rigorous education accessible to incarcerated students.

Duties include:

- Managing staff and volunteer printing and copying requests
- Printing and copying staff and volunteer printing and copying requests two days a week
- Managing the production and digital storage of course readers
- Managing textbook procurement for courses
- Maintaining academic forms inside San Quentin
- Supporting student research
- Escorting and supervising faculty at the prison for a minimum of three shifts per week
- Supporting students and faculty on campus
- Providing administrative support for running the Faculty committee
- Special projects as assigned (e.g., managing COVID testing, supporting correspondence courses, etc.)
- Providing administrative support to the faculty and Academic Team, as needed
- Planning brown bag lunches for staff to learn about and discuss current issues in Prison Higher Education
- Supporting evaluation and student learning outcomes assessment, in collaboration with the Chief of Institutional Effectiveness and Research
- Acting as liaison to the Communications team

Other job responsibilities

- Participate in regular staff meetings, and other organizational meetings
- Participate in weekly program staff meetings

Key success factors

- Associate degree at minimum, Bachelor's preferred
- Outstanding communication skills (written, verbal, presentation, etc.)
- Experience working with diverse and underserved student populations
- Strong empathy and relationship-building skills
- Ability to manage multiple competing priorities under tight deadlines
- Strong organizational and time management skills; detail-orientation and capacity to multitask
- Commitment to fostering a collegial and collaborative work environment
- Ability to communicate effectively with diverse constituents, including students, faculty, staff colleagues, prison staff and administrators, donors, and others
- Strong sense of personal responsibility and exceptionally self-motivated
- Computer skills (MS Office Suite with strong emphasis on Excel, Google Docs, Sheets, Groups, and Calendar, Salesforce CRM, etc.)
- Ability to practice sound judgment and discretion while adhering to institutional policies

On prison escort days, the position is physically active, including spending at least 1/3 of the day walking or standing, a 1/2 mile walk at least twice a day, and lifting up to 15 lbs.

Compensation and Benefits

Mount Tamalpais College offers competitive compensation, flexible work policies, and a collaborative work environment. Our benefits package includes medical, dental, and vision insurance, and the full cost of each plan is covered by Mount Tamalpais College. We also offer vacation and holiday pay, as well as opportunities for professional development.

How to apply

Please [click here](#) to apply. Applications will be reviewed on a rolling basis until the position is filled.

Statement of non-discrimination

Mount Tamalpais College provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected

veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.