

POSTING DATED: June 10, 2019

STAFF POSITION: Director of Academic Administrative Services

DIVISION/OFFICE: Academic Affairs

REPORT TO: Dr. Jacob E. Butler, Jr., Interim Academic Dean

RESPONSIBILITIES: Under supervision of the Academic Dean, this position assists with the implementation of policies and programs within the college's Division of Academic Affairs. Major areas of activity include the curriculum and instructional program, scheduling of classes and other academic events, preparing academic publications and various reports, helping to facilitate effective execution of the student academic advisement program as well as insuring institutional compliance with regulations and standards as set by government and higher education accrediting bodies.

QUALIFICATIONS: A master's degree in an appropriate academic area and five years of experience in academic administration at the college level is required.

DEADLINE/CLOSING DATE:

OPEN UNTIL FILLED: Open Until Filled

APPLICATION PROCEDURE : Submit a letter of application, personal resume, three letters of recommendation (must be mailed) and official academic transcripts to: Director of Human Resources, Morris College, 100 W. College St., Sumter, SC 29150-3599. Morris College is an Equal Opportunity/Affirmative Action employer.

1. [Download and print the Application form.](#)
2. Fill-out the form.
3. Mail the form to Morris College

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