



<b>Position Title:</b>	Associate Dean, Academic	<b>Job Code:</b>	0160
<b>Reports To:</b>	Campus Academic Dean	<b>Job Group:</b>	PEC
<b>Department:</b>	Academic Affairs	<b>Salary Grade:</b>	19
<b>Prepared By/Date:</b>	Jennifer C. Brito/12-05-2008	<b>FLSA Status:</b>	Exempt
<b>Approved By/Date:</b>	College-wide		
<b>Revised:</b>	Donna French/12-07-2011		

### **Summary:**

Provides support in the areas of curriculum and academic programs, student affairs, enrollment management, personnel and payroll, budgetary planning and control, grants and contracts, Campus and College CASSC related activities and special events.

### **Essential Duties and Responsibilities:**

- Participates in the development and the implementation of divisional policies, procedures and guidelines
- Assists the Dean with faculty advancement procedures, accreditation compliance, approval for new courses and programs, dual enrollment courses, and Honors Day
- Works with chairs, faculty and Student Services staff to resolve student issues
- Develops and implements a student recruitment and retention plan for the division
- Coordinates the divisions enrollment management plan and productivity model
- Assists the Dean to determine the need for full-time faculty and staff positions
- Assists the Dean in the preparation, justification, and allocation of department budgets, purchases, and funds for travel and professional development
- Assists in efforts to achieve grant funding
- Serves as resource person on the CASSC and its committee
- Represents the College at off-campus recruitment functions when necessary
- Advises the Dean of the merits and feasibility of proposals
- Performs other duties as assigned

### **Knowledge, Skills and Abilities:**

- Knowledge and understanding of College organization, goals and objectives, and policies and procedures
- Knowledge of criteria of accreditation agencies
- Excellent organizational and communication skills (both oral and written)
- Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community
- Ability to supervise and train assigned staff including organizing, prioritizing, and scheduling work assignments
- Ability to read, analyzes, and interprets common scientific and technical journals, financial reports and legal documents
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community
- Ability to write speeches and articles for publication that conform to prescribed style and format
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Possess excellent management and organizational skills
- Must be able to work flexible schedules that may include evening and weekend assignments

- Ability to work in a multi-ethnic and multi-cultural environment

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

Non-Essential

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Master's Degree in an appropriate discipline and six (6) years of demonstrated administrative/managerial experience

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name