



Position Title: Assistant Dean of Academic/Student Services (Hialeah Campus)
Reports To: Dean
Department: Student Services **Job Code:** 0691
Prepared By/Date: Jennifer C. Brito/06-2006 **Job Group:** PEC
Approved By/Date: Ana Maria Bradley-Hess/11-16-2010 **Salary Grade:** 15
Revised: Jennifer C. Brito/12-02-2010 **FLSA Status:** Exempt

Summary:

Responsible for assisting the Dean of Academic and Student Affairs with the proper functioning and smooth operation of day-to-day academic affairs and student service administration.

Essential Duties and Responsibilities:

- Functions as the Academic Affairs liaison for personnel assignments and payrolls in the ASTRA system in the absence of the Dean
- Assists with development, revision, and implementation of curricula
- Supports the Campus Academic and Student Support Council (CASSC)
- Maintains disciplinary records and serves as advisor to campus disciplinary hearing committees
- Processes inquiries concerning students
- Meets with students for advisement purposes and resolves individual problems
- Supervises the operation of the campus health clinic
- Prepares comprehensive reports and analyses on enrollment, productivity, staffing and fiscal matters
- Plans and monitors the budget operations of the Academic and Student Affairs office, Campus staff and program development
- Assists the Dean of Academic and Student Affairs in the development and planning of budget priorities for the Division
- Advises Chairpersons on the collective bargaining agreement, College policies and procedures, government regulations
- Coordinates special projects for the Academic and Student Affairs office
- Assumes responsibility of the Dean in his/her absence
- Performs duties as assigned

Knowledge, Skills and Abilities:

- Knowledge and understanding of college organization, goals, and objectives, policies and procedures.
- Ability to work on multiple projects simultaneously and work well under limited time constraints.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.
- Ability to analyze a variety of administrative problems, to make sound recommendations as to their solution and to prepare working procedures.
- Ability to establish and maintain effective working relationships with students, other employees, and the general public.

- 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.

- Bachelor's degree in an appropriate field with six (6) years of experience in student service administration, teaching or other appropriate experience required.

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name