JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Assistant to Dean

Job Code: 10705

Salary Grade: 20

FLSA Status: Exempt

Job Family: Organizational Administration

Job Subfamily: Administrative Operations

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Position Summary

Provides administrative and operational support to a dean, coordinating the office's calendar, communications, and college-level processes with limited supervision. Prepares materials for college meetings and coordinates with department administrators.

Job Responsibilities

1. Manages the dean's calendar, travel, and meeting commitments across the college.
2. Prepares correspondence, reports, and presentation materials for the dean's review.
3. Coordinates college committee meetings, including agendas, materials, and minutes.
4. Serves as liaison between the dean's office and department administrators.
5. Monitors college budgets and processes expenditures, reimbursements, and purchasing transactions.
6. Maintains confidential faculty personnel, appointment, and review records.
7. Coordinates college events, including commencement, recognition, and donor activities.
8. Researches and prepares background material for decisions and external commitments.

Minimum Requirements

Required Education & Experience:

- Education: Bachelor's Degree
- Experience: 3 years

Required Certifications or Licenses:

- None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Knowledge: Possesses solid working knowledge of professional principles, practices, standards, and applicable requirements.
- Communication & Collaboration: Builds productive internal/external relationships to resolve mutual problems via collaboration.
- Problem Solving: Diagnoses cause of problems and proposes potential solutions.
- Autonomy: Follows standard principles and guidelines with some latitude for personal decision making.
- Leadership: Primarily an individual contributor with no formal leadership responsibility.

Working Conditions

- Standard office environment.
- Prolonged periods of sitting and working at a computer.
- Frequent use of a keyboard and repetitive motion.
- Occasional lifting of up to 25 pounds.
- May experience periods of elevated workload and competing deadlines.

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