



Assistant to Dean

Job Code: 4037

Salary Grade: S09

FLSA Status: Exempt

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.

Duties and Responsibilities

Performs complex administrative duties for the Dean. Directs and coordinates daily operations of the office or program by serving as a staff and resource person. Acts as a liaison with internal and external agencies, compiles data, statistics, and other information.

- Plans events and special projects.
- Provides administrative assistance to the Dean of a College, to include but not limited to making travel arrangements, reimbursements, keeping a calendar, setting up meetings and appointments, assisting with various committees and associated responsibilities.
- Works with other departments across campus.
- Orders and tracks supplies and solves departmental problems as they arise.
- Manages the daily operations of the office or program.
- Assists Dean with the hiring and termination of office staff.
- May delegate tasks and act as the lead employee.
- Acts as the liaison between the College and other agencies.
- Prepares monthly reports for balanced accounts, verification reports, and management reports and distributes to appropriate personnel.
- May assist with other reports for the Dean.
- Compiles data, statistics, and other information.
- Coordinates and carries out projects or assignments requiring initiative, independent action, and specialized knowledge or expertise to include but not limited to counseling students, event planning, producing in-house publications, and public relations functions.
- Provides information or counseling to students, employees, or the outside public.
- Independently responds to a variety of surveys, questionnaires, and other requests for information.
- Analyzes a variety of problems and carries out special assignments to solve those problems.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Qualifications

Education:

Required: Bachelor's degree.

Equivalency/Substitution: Will accept 48 months related experience in lieu of the Bachelor's degree for a total of 108 months related experience.

Experience:

Required: 60 months experience managing an office or program for a Dean, Director, or other leadership role.

Certifications or Licenses:

- None

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

Knowledge, Skills, and Abilities

- Demonstrated proficiency with Microsoft Office Suite, internet browsers, and Adobe Acrobat Pro
- Demonstrated ability in document preparation and proof reading
- Excellent interpersonal skills
- Ability to work independently and as a team player
- Ability to complete tasks in an efficient and timely manner
- Must be detail oriented
- Ability to multitask, be organized, and self-motivated
- Ability to work in stressful situations and within deadlines
- Ability to communicate verbally and in writing



Working Conditions

Physical:

Sit for prolonged periods. Communicate effectively and listens. Use of a computer and calculator. Standing, stooping, bending, and reaching.

Environmental:

Standard Office Environment. Contact with employees, other departments, and outside entities.

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