



Assistant Dean

Job Code: 5093

Salary Grade: A04

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

Supports the Dean in the administration, leadership, and strategic management of an academic college or school. This role helps ensure academic excellence, student success, faculty support, and effective operational functioning. Also serves as a key liaison between faculty, students, staff, and senior administration.

- Leads the development, implementation, and evaluation of academic programs and curricula by providing strategic direction and support to assigned staff
- Develops long-term academic program strategy, key initiatives, and goals that advance institutional mission and objectives.
- Devises solutions to complex strategic and operational challenges requiring coordination across multiple academic and administrative areas.
- Reviews and approves academic program budgets, ensuring alignment with long-term strategic goals and institutional priorities.
- Develops workforce plans, evaluating hiring, retention, and development needs for academic program staff and faculty.
- Advises the dean and senior leaders on academic program matters, influencing institutional decisions and negotiating change across multiple levels.
- Analyzes academic program trends, peer institution benchmarks, and regulatory developments to guide strategic adjustments and innovation.
- Engages with external stakeholders, including accrediting bodies, government agencies, and community organizations, to enhance the institution's academic impact and reach.
- Oversees curriculum review, course development, and degree completion processes across academic programs.
- Additional tasks and miscellaneous projects as they arise.

Minimum Qualifications

Education:

- Requires a graduate degree in related area

Experience:

- 5 years of experience in a related field

Certifications or Licenses:

- None

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

Knowledge, Skills, and Abilities

- Strong computer skills which include advanced knowledge of Microsoft programs
- Knowledge of higher education administration, academic governance, and institutional policies
- Understanding of curriculum development, accreditation standards, and program assessment processes
- Familiarity with student affairs practices, advising systems, and student success strategies
- Strong leadership and team management skills in an academic environment
- Excellent written and verbal communication skills, including the ability to present complex information clearly
- Organizational and project management skills with the ability to handle multiple priorities
- Analytical and problem-solving skills, including use of data to inform decisions
- Ability to build collaborative relationships across departments and stakeholder groups
- Ability to maintain confidentiality and exercise sound judgment in sensitive matters

Working Conditions



JOB DESCRIPTION

The UNIVERSITY of OKLAHOMA

Physical:

Ability to engage in repetitive motions.

Environmental:

Standard office environment. Frequent exposure to pressure caused by deadlines and busy periods. Ability to work effectively with a wide range of constituencies.

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