Assistant Dean, Academic Affairs III (3422)

**Basic Purpose/Job Function:** Directs academic programs and activities and supervises office personnel.

**Examples of Titles Replaced:** None.

**Typical Functions May Include:**

1. Implementing policies, conducting inquiries and resolving disputes between students and departments for academic appeals and student academic misconduct cases
2. Implementing recruitment and outreach initiatives for student programs
3. Participating in university-wide committees, including organizing and coordinating committee activities
4. Working with the Dean’s Office staff on special projects
5. Overseeing the coordination of academic functions and student related activities within the College
6. Supervising office personnel, including hiring, firing, training and evaluating performance
7. Establishing annual college goals and objectives
8. Managing graduate education activities including recruiting, admissions, retention, graduation, fellowship programs, funding allocations, and academic program development and modification
9. Managing issues related to graduate assistant research
10. Planning and implementing fundraising activities
11. Managing and coordinating public relations matters for the college
12. Representing the Dean and the college within the University and at external functions, meetings, and events
13. Performing other related duties as assigned

**Risk Management:** Uses established safety practices to protect the health and safety of personnel and property.

**Supervision of Others:** Normally supervises a small staff.

**Supervision Received:** Receipts minimal supervision from designated supervisor.

**Minimum Qualifications:**

- **Education:** Master’s Degree or above  
  **Type:** To be determined by department
- **Experience:** 36 - 48 months  
  **Type:** To be determined by department
- **Skills:** Effective oral and written communication skills, decision-making skills, supervisory skills, computer, mathematical and research skills, ability to work independently, good organizational skills
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- **Special Requirements**: Frequent exposure to pressure caused by deadlines and busy periods; may be required to travel; ability to work effectively with a wide range of constituencies.

- **Licenses**: To be determined by nature of job and/or department.

- **Certifications**: To be determined by nature of job and/or department.

Minimum requirements may be met by an equivalent combination of education and experience, unless otherwise designated in writing by the department. Departments are responsible for site-specific job descriptions.