Assistant Dean, Academic Affairs II (3422)

**Basic Purpose/Job Function:** Manages and administers academic program issues and activities.

**Examples of Titles Replaced:** Assistant Dean

**Typical Functions May Include:**

1. Working with academic units and colleges regarding academic program issues and the resolution of student concerns
2. Establishing annual college goals and objectives
3. Managing graduate education activities including recruiting, admissions, retention, graduation, fellowship programs, funding allocations, and academic program development and modification
4. Managing issues related to graduate assistant research
5. Planning and implementing fundraising activities
6. Planning organizing and conducting career services activities for students
7. Managing and coordinating public relations matters for the college
8. Representing the Dean and the college within the University and at external functions, meetings, and events
9. Counseling and advising students and alumni in career-related events
10. 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:** May supervise a small staff.

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

**Minimum Qualifications:**

- **Education:** Master’s Degree or above  
  **Type:** To be determined by department

- **Experience:** 24 – 36 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

- **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
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- **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.