



## **Assistant Academic Dean Job Description (Exempt)**

### **I. SUMMARY**

The Assistant Academic Dean assists the Academic Dean in heading up multiple departments in the college. The Assistant Academic Dean is responsible for overseeing the academic and administrative operations within the sector, including recruiting and hiring faculty, managing the budget, and developing curricula.

### **II. EDUCATION AND EXPERIENCE**

#### **Education:**

Master's degree from an accredited college/university in Business Administration; or a combination of education and management experience.

#### **Experience:**

Minimum of (five) 5 years supervisory/management experience preferred.

### **III. WORKING CONDITIONS**

#### **Environmental/Working Conditions:**

- Performs duties in an office environment during normal hours of operation.
- Some after-hours work and travel within the Company's service area may be required.
- Other hours may be scheduled at Senior Management's discretion.

#### **Physical and Mental Effort:**

- Prolonged sitting required, with ability to operate office equipment, which may include standing, bending, and lifting.
- Requires ability to work under stressful conditions to meet deadlines and make quick, accurate decisions.
- Ability to maintain flexibility in doing required tasks, as well as handle stressful situations in a calm and courteous manner at all times.

#### **Transportation:**

Must have reliable transportation; valid driver's license and current auto liability insurance.

## IV. QUALIFICATIONS

### Ability to:

- Maintain confidentiality of information obtained during the course of employment.
- Understand and follow oral and written instructions.
- Establish and maintain effective working relationships with those contacted in the course of employment.
- Work independently with minimal supervision.
- Plan and organize work to meet schedules and timelines in an environment with constantly changing priorities.
- Effectively communicates clearly and concisely, both orally and in writing.
- Demonstrate strong teamwork & interpersonal skills, determination, professionalism, and confidence.
- Demonstrate leadership attributes, such as the ability to organize and coordinate work efficiently, set priorities, and motivate others.
- Demonstrate proficiency of and utilize computers, modern software and office equipment.
- Demonstrate competency to deal effectively with job demands.
- Demonstrate good organizational and time management skills.
- Effectively handle stressful situations in a calm and courteous manner at all times.

## V. ESSENTIAL FUNCTION STATEMENT

*Essential responsibilities and duties may include, but are not limited to the following:*

### Essential Job Duties:

- Demonstrates leadership attributes, such as the ability to organize and coordinate work efficiently, set priorities, and motivate others.
- Monitor individual student progress and perform proactive advising outreach to discuss academic issues, program completion, and career goals to support retention while ensuring compliance to standards, policies and procedures.
- Collaborate with the college community, including campus meetings and departmental committees, to support students' educational experience resulting in action plans leading to student persistence.
- Maintain and review student records, update student database information, conduct data analysis, and respond to requests for information.
- Support student enrollment efforts through collaboration with college partner offices.
- General understanding of curriculum for degree, credential and certificate programs.
- Working knowledge of General Education and transfer requirements, with demonstrated ability to critically evaluate student records and transcripts.
- Demonstrated knowledge of academic advising theories and principles.
- General knowledge of enrollment management and retention best practices and the ability to apply them to an adult learning environment.
- Working knowledge of student information systems as related to student records and advising.
- Performs other duties as assigned by Senior Management.

## VI. KEY COMPETENCIES

- **Job Knowledge**
- **Problem Solving/Decision Making Skills**
- **Organization, Planning and Control Skills**

- **Flexibility/Adaptability**
- **Leadership Skills**
- **Interpersonal Skills/Teamwork**
- **Communications Skills (Oral and Written)**
- **Resource Management**

## **VII. STATEMENT OF UNDERSTANDING & CONFIDENTIALITY**

I have read the above job description and essential functions. I understand and agree to carry out these responsibilities as assigned. I understand and acknowledge that nothing contained in this job description may be construed as limiting the employer's right to discipline or terminate my employment at any time for failure to perform satisfactorily.

I also understand and acknowledge that as an employee, I am expected to maintain confidentiality of any information I may receive during the course of my employment. I agree to not divulge any information to an unauthorized person and said information shall remain confidential at all times during and after my employment.

I understand any breach of confidentiality could result in immediate termination of employment.