**Assistant Dean Standard Job Description**

[**Click Here**](#University_Wide_Assistant_Dean) **for University-Wide Standard Job Description**

[**Click Here**](#Assistant_Dean_Of_Business_Services) **for Assistant Dean of Business Services Standard Job Description**

**Assistant Dean University-Wide Standard Job Description**

**Classification Title:** Assistant Dean

**FLSA Exemption Status:**Exempt

**Pay Grade:** Commensurate

**Job Description Summary:**

The Assistant Dean plans, organizes, and directs the day-to-day operations of a department under administrative direction and typically serves as a resource and referral source for students seeking various types of assistance.

**Essential Duties and Responsibilities:**

**40% Leadership and Strategic Planning**

* Directs personnel and provides leadership and vision for the unit, including annual budget.
* Oversees daily operations of the unit.
* Develops and implements strategic planning specific to programs within the department, including marketing and staffing.
* Collaborates with other department entities to oversee the academic program and ensure quality faculty and student support services.

**20% Program Development and Oversight**

* Coordinates and supervises various department activities.
* Oversees the preparation of financial reports, budget spreadsheets, and reconciliations.
* Prepares and submits recurring and special reports required by the institution.
* Directs the development, planning, and implementation of projects, programs, and initiatives to maximize effectiveness, efficiency, and progress toward strategic objectives.

**10% Faculty Management and Support**

* Oversees the faculty hiring process.
* Provides direct guidance, oversight, and review on all personnel actions, including hiring and retention.
* Reviews all position descriptions within the unit and makes recommendations for changes.
* Approves leave requests and provides input on evaluations conducted by the centralized unit leadership.

**10% Communication and Collaboration**

* Serves as a resource and referral source for students seeking various types of assistance.
* Acts as the central point of coordination between shared services groups and centralized functions.
* Establishes working relationships with personnel and stakeholders, including faculty and student leadership.
* Represents the unit in university councils, committees, work groups, and other bodies.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications**

**Required Education:**

* Master’s degree in applicable field or equivalent combination of education and experience.

**Required Experience:**

* Six years of related senior administrative experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing, spreadsheet, and database applications.

**Additional Information**

 **Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* None

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[x]  **Yes**

[ ]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**

**Assistant Dean of Business Services Standard Job Description**

**Classification Title:** Assistant Dean of Business Services

**FLSA Exemption Status:**Exempt

**Pay Grade:** Commensurate

**Job Description Summary:**

The role of Assistant Dean for Business Services will ensure operational and business services are effectively carried out on a day-to-day basis for the (Name of School/College) in line with the strategic direction and tactical needs of the dean. This position will manage the response and planning for operational/business needs as directed by the Dean in collaboration with the University‘s centralized functions. The assistant dean will work with the leadership of the functional areas to develop standard processing timelines, forecast future strategic needs, and support the implementation of new services and processes as agreed upon by all parties. The assistant dean for business services will work with centralized operations leadership to ensure TAMU standards and practices are being adhered to while meeting the needs of the college/school.

**Essential Duties and Responsibilities:**

**50% Manages the Operations/Business Service Needs of the College/School**

* Direct the development and implementation of projects, programs, and initiatives on behalf of the dean.
* Responsible for prioritization, management, compliance with applicable guidelines, tracking and providing timely responses to the dean.
* Anticipates, identifies, and troubleshoots issues of concern or significance to ensure the successful implementation of day-to-day business services operations.
* Monitors business performance, identifies constraints, facilitates collaboration and communication, promotes and monitors customer service, consolidating individual elements to harmonize efforts and work to create successful outcomes.
* Acts as the central point of coordination between the shared services groups and centralized functions and the college Faculty and staff to assist in gaining timely information and responses to speed up resolution of issues.
* Conducts regular meetings and executes communication strategies to identify college/school needs, priorities and feedback mechanisms (internal and external)

**40% Collaborates with (Enter School’s Name) and TAMU Centralized Services Leadership**

* Has operational control (manages daily activities) for the college/school over the assigned directors and their teams from the centralized functions of Finance, Human Resources, IT, and Facilities.
* Advise and make recommendations to the Dean of the college on providing solutions to problems incorporating the input from embedded experts in accounting, auditing, budgeting, business practices, human resources, facilities, space and information technology for the college.
* Approves AWL, vacation, and sick leave for the assigned lead (director/manager) from the functional unit and provides input on evaluations conducted by the centralized unit leadership.
* Utilizing the approval and signature authority as delegated by the Dean of the college/school, to approve routine business documents (including purchasing, voucher, payroll, and personnel documents) as well as facilities and IT related requests and general administrative paperwork requiring the signature of the Dean.
* Serves as college liaison with various campus and system entities, including administration, financial management operations, human resources, contract administration, purchasing, risk management, property control, general counsel, and internal audit, communicating and participating with these organizations in meetings and on committees.
* Working in collaboration with TAMU centralized leadership, provide strategic insights and perspectives to help ensure the expectations of the college/school leadership are met and operations are effective while maintaining consistency with applicable policies, regulations and rules. This includes collaborating with key stakeholders (of college/school and centralized points of contact) to help ensure timely, accurate, and appropriate preparation and execution.
* Establishes working relationships with centralized functions personnel and college/school stakeholders, including faculty and student leadership, and other

**10% Service on the Dean’s Executive Council**

**Other**

* Other duties as assigned

**Qualifications**

**Required Education:**

* Master’s degree from an accredited university or college or equivalent combination of education and experience

**Required Experience:**

* 6 years of senior administrative experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multi-task and work cooperatively with others.
* Demonstrated track record of developing and overseeing programs to support academic goals.
* Ability to work with groups of people and be helpful, respectful, approachable, and team oriented.
* Ability to build strong working relationships and a positive work environment.

**Additional Information**

 **Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* None

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