**Assistant Dean 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**