**Senior Associate Dean Standard Job Description**

**Classification Title:** Senior Associate Dean

**FLSA Exemption Status:**Exempt

**Pay Grade:** Commensurate

**Job Description Summary:**

The Senior Associate Dean, under direction, oversees the general administration and coordination of the graduate and undergraduate programs within the College. Coordinates the College's long-range planning, evaluates academic programs, determines structural resource needs, and administers academic standards.

**Essential Duties/Tasks:**

**30% Student Organization and Event Oversight**

* Oversees student organizations and supports student council programs and activities.
* Plans and oversees special student events such as orientation and develops policies and procedures for student life.

**20% Career and Academic Support**

* Assists students in career counseling and application processes.
* Prepares Dean's letters for graduating seniors and former graduates applying to programs of higher learning.

**10% Faculty and Administrative Liaison**

* Acts as a liaison between school administration, faculty, and students.

**10% Budget and Financial Management**

* Manages the faculty advisor program and manages the budget for operations costs.

**10% Scholarship and Fund Oversight**

* Oversees scholarship funds and maintenance of the scholarship program fund distribution.

**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:**

* Doctoral degree in applicable field or equivalent combination of education and experience.

**Required Experience:**

* Ten years of related experience to include five years of supervisory experience.

**Required Licenses and Certifications:**

* None

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

* Ability to multitask and work cooperatively with others.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**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**