



## Classification Description

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<u>Job Title:</u>	Associate Dean	<u>Pay Grade:</u>	Administrator
<u>Division:</u>	Division of Instruction		Schedule
<u>Reports To:</u>	Dean of Instruction	<u>FLSA Status:</u>	Exempt
		<u>Job Code:</u>	2112

### **Job Purpose**

The Associate Dean provides leadership in the planning, direction and evaluation in an academic unit. Responsibilities include the efficient and effective operation of the assigned discipline to ensure student success.

### **General Responsibilities**

#### **Essential Functions**

Assists with the administration of all assigned departments in accordance with administrative policies and procedures.

Initiates innovation and creativity in faculty development and exercises leadership in creating a supportive learning environment for students and faculty.

Manages enrollment of the assigned academic unit ensuring the unit is achieving the defined student learning outcomes. Assesses student achievement and retention, and implements continuous improvement as appropriate.

Coordinates the timely submission of unit plans in keeping with the goals and objectives of the division and the College.

Supervises adjunct assignments, including credential verification, teaching performance, student review of instruction surveys and professional improvement. Ensures timely submission of the faculty roster each semester.

Assists with resolution of student disputes with full and part-time faculty.

Coordinates the preparation and maintenance of assigned budgets.

Oversees the textbook selection process.

Inspects all course syllabi for compliance.

Associate Dean

Monitors work hour compliance of all members of the division, with special attention to class meeting times. Assists with the creation of class schedules.

Provides leadership in the area of curriculum development, including the development and revision of distance learning courses. Ensures accuracy in all division course descriptions published in the College Catalog.

Models and sustains effective Servant-Leadership and Shared Governance practices which enhance the achievement of the vision, goals, plans and student-centered culture of Edison State College.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

### **Knowledge, Skills and Abilities**

#### **Minimum Qualifications**

Associate Deans in the Arts & Sciences divisions at the College must possess an earned doctoral degree from a regionally accredited institution of higher education in a related discipline.

Associate Deans in the Professional & Technical Studies division must possess a master's degree from a regionally accredited institution of higher education in a related discipline.

Five (5) years successful teaching or administrative work experience at the College level.

Ability to direct the activities of full and part-time faculty and staff in the academic unit.

Knowledge of enrollment management practices including assessment of student success and the development and implementation of appropriate retention strategies.

Ability to critically analyze student data and develop short and long-range plans based on the goals of the College.

Personal and educational philosophy compatible with the goals, objectives and missions of Edison State College.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Demonstrated ability to:

- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the

- public.
- Work in a fast-paced, demanding environment.
- Exercise discretion and good judgment at all times and in all contexts and maintain client confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present legal and governmental information in a meaningful manner.

### **Minimum Qualifications**

An earned doctoral degree from a regionally accredited institution of higher education.

### **Critical Skills/Expertise**

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

### **Work Conditions/Physical Demands/Special Conditions**

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: October 13, 2009, Revised: February 1, 2011. December 9, 2011.