Assistant Dean, School

Job Code 0937

General Description
Responsible for assisting the Dean in the overall direction and coordination of programs, projects and initiatives.

Examples of Duties
Assist transfer students by coordinating transfer course evaluations for application to General Studies. Explain evaluations, interpret transcripts, and act as liaison with academic departments. Assist undeclared students in their academic progress by monitoring overall advising process. Implement advising initiatives and conduct group and individual advising sessions. Provide academic information and guidance to all new students during the Orientation process. Evaluate requests from academic departments. Determine effectiveness of academic policies through analysis of materials, records, and databases. Edit Strategic Plan, General Studies portion of the course catalog and various grant applications. Recruit students for university by conducting and participating in campus activities and outreach programs. Ensure that academically suspended students are processed in accordance with University policies and procedures. Coordinate selection process for General Studies annual University Scholarship. Coordinate designation of courses for International Perspective status. Assist parents and others by serving as primary contact point for those with academic-related questions, comments or complaints. Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: the content, intent, application and interpretation of all policies related to academics. Skill in: explaining academic requirements and majors, in enforcing and interpreting policies; in giving public presentations; in establishing rapport with clients. Ability to: understand University PPS, College Catalog, schedule of classes, transcripts, and degree outline-summary; to write catalog copy, policy proposals, grant proposals, and correspondence; to calculate individual GPAs and statistical parameters for aggregate GPA and interpret complex academic documents.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements
None.