

Associate Dean, Academic Programs

Job Code 50026147

General Description

Manage and oversee the General Studies, University Seminar, and National Student Exchange programs.

Examples of Duties

Manage course schedule planning, faculty evaluation, faculty development, curriculum development, faculty/staff hiring and supervision, fiscal monitoring, and other related administrative activities for the assigned program areas.

Collaborate on a variety of retention efforts within and outside of the college.

Coordinate Student Ombudsman Services and staff assignments.

Serve as the Dean of University College's representative and designee.

Present at local, regional, and national meetings and conferences on the results of University College programs and services on retention and student success.

Knowledge, Skills, and Abilities

Knowledge of: University policies and procedures and Board of Regents rules; faculty and staff rules and regulations; university catalog; current research and best practices in assessment of student learning and program evaluation.

Skill in: Preparing clear, concise, and grammatically correct reports, letters, and other materials; establishing rapport with a variety of employees at different levels at university, creating program policies and procedures, coordinating effective management of projects; operating a personal computer and related software.

Ability to: Read and interpret manuals and understand university policy and procedures; perform advanced math; delegate responsibilities to others; explain policy and procedures.

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