



Job Classification Description

**ASSISTANT ACADEMIC DEAN/JSC
NON BARGAINING UNIT**

**GRADE 15
EXEMPT**

BASIC FUNCTION

Participate in overseeing, planning, implementing and managing functions in the Academic Dean's Office.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Review and make recommendations about current policies and procedures.
- Oversee all administrative operations in the Academic Dean's Office including supervision of staff and assisting the Dean with special projects.
- Review, research and make recommendations about student concerns/appeals. Notify students of the outcome and/or work with faculty/chairs for resolution when appropriate.
- Coordinate and oversee preparation of College catalog; review and monitor course offerings and enrollments.
- Compile, review and distribute information regarding faculty points, letters of appointment; faculty workload; faculty overload contracts; evaluations and part time faculty contracts.
- Review semester course enrollments and work with faculty/chairs to resolve enrollment issues.
- Compile and disseminate a variety of information to faculty on based on Bargaining Unit Agreements and college policies and procedures.
- Review and approve independent study and/or internship contracts.
- Monitor, review and approve departmental purchase orders.
- Assist with the preparation of a variety of faculty-related data for the college and the VSC system.
- Participate in various on-campus events and committees.
- Organize and coordinate a number of annual events including the Honors Convocation, Commencement and the Chesamore Honor Society Dinner.
- Maintain an advisee load of 10 – 15 students.
- Serve as JSC Policy 311 Coordinator: Recruit, train contact people and investigators, distribute the policy to the college community, maintain records, assign investigators and oversee investigations.

SUPERVISION EXERCISED

Full supervision of 4 – 6 administrative assistants.

SUPERVISION RECEIVED

General supervision is received from the Academic Dean.

MINIMUM QUALIFICATIONS

Master's degree in appropriate field plus 3 – 5 years administrative and supervisory experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Knowledge of higher education and administration practices.
- Excellent written and oral communication skills.
- Excellent analytical skills and organizational skills.
- Ability to deal effectively with a wide range of individuals and groups inside and outside the VSC.

This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.