



## Job Classification Description

### **ASSISTANT TO THE DEAN OF ACADEMIC AFFAIRS - LSC NON-BARGAINING UNIT**

**Grade 10  
Non-Exempt**

#### **BASIC FUNCTION**

To manage the administrative functions of the Office of the Dean of Academic Affairs and to oversee and coordinate functions and projects related to faculty and students.

#### **CHARACTERISTIC DUTIES & RESPONSIBILITIES**

- Oversee and manage the operations related to the Office of the Dean of Academic Affairs including, maintain a wide range of records for students, faculty, programs and activities; maintain calendars and schedules and coordinate functions in conjunction with contractual deadlines; carry out a variety of tasks related to committee work and regular activities of the department; respond to a wide range of requests from students, parents, faculty, staff, administrators and other external sources.
- Perform and oversee functions related to faculty, including: coordinate faculty searches; plan and staff faculty orientations; calculate faculty workload and prepare overload contracts; determine and maintain promotion and tenure schedule and prepare related communications; prepare the ten year staffing plan; manage the student evaluation process.
- Perform and oversee functions related to adjunct faculty, including: coordinate searches; prepare contract information; prepare orientation materials, create and maintain the adjunct faculty data base in order to track seniority, determine pay grade, determine unit eligibility and to maintain other significant information.
- Manage the departmental budget. Monitor expenditures and process budget documents.
- Assist the Dean with writing assignments related to Academic Affairs; represent the Dean at meetings or with committee assignments, including the Department Chair meetings; maintain appointment calendars, prepare correspondence, carry out research assignments and, respond to regular and unusual situations that occur within the department.
- Coordinate, initiate, prepare, process, and/or monitor a variety of forms, records, schedules, reports, and other documents related to assigned administrative functions, ensuring timely and accurate completion/review of documents by department/College personnel, students, parents, and/or individuals outside of the College.
- Organize and coordinate various department activities/events, including arranging for all necessary facilities, staffing, scheduling, advertising/ promotion, and the like.
- Develop (write, design, draft, edit, etc.) various written documents related to assigned functions, such as policy and procedure manuals, instructional materials, and the like.
- Participate in key departmental planning activities related to assigned functions, with a focus on: compiling background information/data needed for planning purposes; drafting outlines, policies, procedures, schedules, forms, related instructional/promotional material; coordinating the implementation of new program plans or operating policies/procedures/schedules; and the like.

- Plan and prepare a variety of regular and special reports related to assigned functions, involving background research, compiling and analysis of data from a variety of sources, and so forth.
- Serve as liaison with students, faculty, staff, parents, Trustees, alumni, vendors, and/or other key internal and/or external department constituency: present information on department programs; explain, interpret and enforce standard policies and procedures; process special requests; discuss, investigate and resolve problems, referring to supervisor and advising on appropriate action to be taken as necessary.
- Assist with regular secretarial duties for senior department staff or administrators: answer phones and carry out standard reception tasks; type/ print using word processor correspondence, reports, etc.; order office supplies; maintain appointment calendars; screen and distribute mail; photocopy; set up meetings; and the like.
- Perform related duties as assigned.

### **SUPERVISION RECEIVED**

Minimal supervision is received from the Dean of Academic Affairs.

### **MINIMUM QUALIFICATIONS**

Bachelors degree in an appropriate discipline plus four to six years of relevant administrative experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Excellent planning, administrative, organizational, communication, research, writing and computer skills.
- Previous experience in organizing and maintaining moderately complex information systems and activities and the ability to oversee a complex variety of functions.
- Strong understanding of higher education organizational structure and administrative operations.
- Ability to deal effectively with a wide variety of individuals inside and outside of the College.

**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.**