

Job Title	Associate Dean
Job Code	
Exempt Status	Exempt
Position Status	
EEO Classification	

Job Summary

The Associate Dean, under general direction, oversees and provides leadership and support for department heads and faculty within the College. Assists the Dean with academic matters and is responsible for quality assurance of administrative matters handled by the office.

Essential Duties and Responsibilities

- Assists the Dean in the management and leadership of the College by performing various assigned tasks and by representing the College at various committee meetings and functions.
- Ensures that administrative matters are carried out in an effective and efficient manner to provide excellent service to Texas A&M University System (TAMUS) constituencies.
- Develops strategies, in consultation with the Dean, for allocation of resources, management, and support structures to deliver the College's strategies and policies for education and resultant improvements in metrics for entry standards and enrollment growth.
- Manages the administration of funds and procedures relating to the College's financial operations, including reporting and policy implementation.
- Provides training to faculty, administration, and staff. Develops funding opportunities for faculty, administration, and staff, and coordinates accreditation studies and activities.
- Coordinates and actively participates in student recruitment and retention programs to ensure successful enrollment goals.
- Monitors semester course offerings in terms of enrollment numbers, number of offerings, time of offerings, and size of classes.
- Collects various data and assembles information concerning the College which can be used to project the image of the College to the public and to various funding groups.
- Develops and maintains a public information and support system for and among alumni of the College.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

Additional Responsibilities

Minimum Requirements

Education – Master’s degree in applicable field or equivalent combination of education and experience.

Experience – Six years of related experience in administration and management.

Knowledge of – Knowledge of word processing and spreadsheet applications. Knowledge of policies and procedures of TAMUS.

Ability to – Ability to multitask and work cooperatively with others. Strong verbal and written communication skills. Strong interpersonal, leadership, and organizational skills.

Licensing / Professional Certification – None.

Physical Requirements – None.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervision of Others

This position generally supervises employees.

Other Requirements

Approved by:	
Date approved:	
Reviewed:	