

ASSISTANT DIRECTOR OF THOMPSON SCHOOL OF APPLIED SCIENCE
(TSAS)

Function of Job:

Under administrative review of the Director, to assist the Director of the Thompson School by assuming responsibility for student enrollment/registration, class scheduling, student academic actions, teaching one course per semester, and other administrative duties, as assigned.

Characteristic Duties & Responsibilities:

1. Represent Director at various meetings, including those with TSAS Executive Committee, Student Committees and College of LS&A.
2. Be responsible for planning and Coordinating assigned student-related functions/activities, including pre-registration/registration, master scheduling for all courses/final exams, orientation, commencement exercises, student evaluation of faculty, collection/distribution of course/curriculum fees, and authorizing course change forms.
3. Assist Director with planning and development issues and concerns, evaluating alternatives and implementing plans of action.
4. Work on assigned special projects such as grants, on-site evaluations and alumni surveys.
5. Oversee school admissions policies/procedures, and advise/provide guidelines to students/parents on academic policies and procedures.
6. Develop and communicate demographic statistical data related to TSAS students, including transfer students, new/readmitted students and continuing education students.
7. Oversee student database under the BANNER System.
8. Be responsible for creation/publishing of biennial TSAS catalog.
9. Coordinate academic actions, such as suspensions, dismissals, exclusions, with Associate Dean of LS&A.
10. Administer contracts of part-time faculty.
11. Teach one course per semester in assigned subject field.
12. Perform other related duties as assigned.

Minimum Acceptable Qualifications:

1. Master's degree and five years of experience including administration, advising and teaching.
2. Excellent interpersonal skills with ability to deal effectively with diverse groups including students, parents, faculty, staff, other administrative offices, and state agencies.
3. High degree of diplomacy, personal networking and sensitivity to others.
4. Teaching ability.

7/10/90

System Approval

7/10/90

Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.