

ASSISTANT TO THE ACADEMIC DEAN

Function of Job:

Under general direction of responsible academic dean, assist the dean with discretion and judgment on matters affecting the office of the dean, and serve as liaison, contact and resource person on significant issues, special projects, and programs in support of the dean.

Characteristic Duties and Responsibilities:

1. Provide strategic leadership and direction for dean's office; direct initiatives for the dean; and manage all office operations, including flow and content of critical information to college chairs, coordinators, and directors and oversight of key internal and external constituents with regard to compliance and regulation issues.
2. Communicate college policies, practices, and procedures to chairs, coordinators, and directors within the college and provide orientation on such to new chairs and assistants.
3. Prepare annual reports on academic issues such as faculty productivity and development, course enrollments, and major trends.
4. Coordinate curricular issues for special academic programs, such as study abroad programs.
5. Prepare and assemble information and materials needed by the dean for various meetings, conferences and events; and research and provide data and draft reports for the dean to use with strategic planning and with various committees and constituencies.
6. Serve as liaison and represent the dean on various committees and councils as assigned.
7. Hire, train, supervise, and evaluate support staff as assigned.
8. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. Master's degree in Administration or closely related field and five years of related experience in higher education or doctorate and three years in higher education administration, including two years in a supervisory capacity.
2. Effective communication, supervisory, and interpersonal skills.
3. Computer skills as required by department.

Additional Desirable Qualifications:

1. Experience in an academic dean's office.

2-26-07
System Approval

1-15-07
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.