It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives of the Position:
- Educational policies and programs are managed, which are not under direct control of individual faculty members or departments, on a college-wide basis
- Faculty/Administration, students, and parents have an interface for communication and exchange of information

Essential Duties and Responsibilities:
- Formulates, recommends and implements student academic policies
- Monitors all assessment activities regarding student outcomes
- Observes all student performance and implements individual student progress for those on Academic probation
- Manages programs of academic advising and Summer Orientation
- Oversees writing proficiency and foreign language proficiency programs
- Collaborates with the Registrar on matters of academic policy and registration
- Supervises Administrative Assistant, Writing Proficiency Coordinators and Foreign Language Proficiency Coordinator
- Undertakes additional tasks as assigned by the Dean of the College or the Provost
- Collaborates with Student Life personnel on students having difficulty

Secondary Responsibilities:
- Assists in developing the Orientation program for new students

Positions Supervised:
- Administrative Assistant
- Writing Proficiency Coordinators
- Foreign Language Proficiency Coordinator

Position’s Major Contacts:
- Registrar
- Associate Registrar
- Dean of the College
- Faculty
- Dean of Students
- Provost
- Director of Institutional Research
- Students
- Parents
- Administrative Assistant
- Writing Proficiency Coordinator
- Foreign Language Proficiency Coordinator
Saint Michael’s College
Job Description
Job Title: Assistant Dean of the College

**Demonstrates Excellence in this Position:**
- Carries out consistently efficient and effective responses to student and parent inquiries
- Facilitates successful academic progress by students on academic probation
- Conducts the Academic Integrity Program with an approach that allows for maximum efficiency
- Creates less demands on Dean of the College due to a high level of competency when handling waivers and dissatisfaction with policy guidance

**Education and Work Experience Required:**
- Advanced degree
- Understanding of the academic world
- Undergraduate teaching experience
- Administrative experience (personal and organizational)
- Previous management experience

**Analytic Skills Required:**
- The ability to assess the results of various analytical techniques in order to identify cause-and-effect relationships and then develop plans to change a situation

**Language and Literacy Skills Required:**
- Reads and interprets a wide range of information. May interpret documents to others. Regularly writes reports and correspondence. Able to shift writing style as needed for different audiences. Regularly explains policies, listens to questions, responds, and problem solves. Speaks to individuals and small groups effectively.

**Computer/Technology Skills Required:**

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**Licenses, Certifications and Other Requirements:**
- None required

**Physical Demands:**
Work is often performed in a typical office environment requiring:
- Sitting in a normal seated position for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Communication skills using the spoken word
- Vision sufficient to see within normal parameters
- Hearing sufficient to hear within normal range

While performing the duties of Assistant Dean of the College, the employee is occasionally required to lift and/or move up to 10 pounds.

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 a disability to perform the essential functions.
Additional Requirements for the Job:
- Ability to conduct Summer Orientation
- Flexibility to attend evening meetings and phone calls
- Availability to receive training from previous Associate Dean is essential

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.