Saint Michael's College
Job Description

Job Title: Associate Dean for Academic Affairs

Department: Academic Affairs

Supervisor or Manager: The Provost

Date Created: 07/11/2005 Last Revised: 07/11/2005 FLSA Status: E

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:
• Academic Programs are functioning such as Academic Compliance and Learning Needs, Academic Programming, Internships, Peer Tutoring, Service-Learning, Study Abroad and Writing Center
• Together with the Dean of the College, the functions of the Graduate Programs are organized
• Collection of materials and editing of the Graduate Catalogue is performed in a timely manner
• The undergraduate Summer Session is coordinated with academic department chairs, program directors, the Registrar, faculty, the Director of Marketing and the Vice President for Student Affairs
• Cooperation between faculty and the Grants Coordinator results in timely and effective applications for individual and institutional grants
• Assignments given by the Provost/Vice President for Academic Affairs are accomplished
• Programs to introduce our best students to national fellowships are organized as well as programs to encourage all students to consider the value of a graduate education

Essential Duties and Responsibilities:
• Cooperates and communicates with members of the administration about the planning and execution of assigned projects
• Assists the Provost /Vice President for Academic Affairs in her/his administration of the academic affairs of the College
• Manages staff and makes decisions and/or recommendations for hiring, firing, performance evaluation, training, work allocation and problem resolution
• Maintains the quality and effectiveness of the Summer Session’s designation and scheduling
• Supports and oversees the Academic Enhancement Programs such as Academic Compliance and Learning Needs, Academic Programming, Internship, Peer Tutoring, Service-Learning, Study Abroad and Writing Center
• Attends to the well-being of the staff and facilities of the Academic Enhancement Commons
• Develops knowledge and skills related to all areas of responsibility on a continual basis
• Supervises the Grants Coordinator to assure that all inquiries by faculty relating to individual grants and grant applications, as well as institutional grants are processed effectively

Secondary Responsibilities:
• Provides assistance to the Provost/Vice President for Academic Affairs in administering various aspects of Academic Affairs

Positions Supervised:
• Grants Coordinator (1)
• Academic Compliance and Learning Needs (1)
• Coordinator of Academic Programs (1)
• Coordinator of Peer Tutoring (1)
• Coordinator of Service-Learning (1)
• Director of Study Abroad (1)

Page 1 of 3
Saint Michael’s College
Job Description
Job Title: Associate Dean for Academic Affairs

- Internship Coordinator (1)
- Work-Study students (4)

Major Contacts:
- Provost/Vice President for Academic Affairs
- Academic Affairs staff
- All the members of the Academic Affairs Council
- Faculty
- Administrative staff
- Students

Demonstrates Excellence:
- Interacts well with faculty on a daily basis and provides answers for and evidence of progress in all manner of projects, issues, and academic undertakings
- Serves skillfully as a mediator between the faculty and the administration in explaining and resolving issues
- Enthusiastically takes on new projects and envisions improvements in the organization and practice of existing academic programs
- Works hard to earn and keep the trust of the faculty in the administration
- Willingly serves as a liaison between the faculty and the administration on matters relating to academic projects (i.e., grants, special programs, summer sessions, etc.) that are not addressed by the Dean of the College
- Conceptualizes creative improvements and development of projects
- Enjoys challenges and problem-solves effectively and efficiently

Education and Work Experience:
- Advanced degree
- Leadership experience as a full time tenure-track faculty (associate or full professor)
- Academic Administrative experience (i.e., Department Chair or Assistant Dean)

Analytic Skills:
- The ability to use various analytical techniques to identify cause-and-effect relationships and then develop plans to change a situation.

Language and Literacy Skills:
- Prepares and delivers written and spoken information to small and large groups. Effectively manages meetings. Often in speaking, represents the institution to the audience. Communicates regularly and effectively with a wide range of groups.

Computer/Technology Skills:

<table>
<thead>
<tr>
<th>Software</th>
<th>None</th>
<th>working knowledge</th>
<th>intermediate</th>
<th>highly proficient</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microsoft Word</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Microsoft Excel</td>
<td></td>
<td></td>
<td>X</td>
<td>highly proficient</td>
</tr>
<tr>
<td>Microsoft Publisher</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Microsoft Powerpoint</td>
<td>X</td>
<td></td>
<td></td>
<td>highly proficient</td>
</tr>
<tr>
<td>Microsoft Outlook</td>
<td></td>
<td></td>
<td></td>
<td>highly proficient</td>
</tr>
<tr>
<td>Adobe Photoshop</td>
<td>X</td>
<td></td>
<td></td>
<td>highly proficient</td>
</tr>
<tr>
<td>Adobe Acrobat</td>
<td>X</td>
<td></td>
<td></td>
<td>highly proficient</td>
</tr>
<tr>
<td>Quark</td>
<td>X</td>
<td></td>
<td></td>
<td>highly proficient</td>
</tr>
<tr>
<td>Datatel</td>
<td>X</td>
<td></td>
<td></td>
<td>highly proficient</td>
</tr>
<tr>
<td>Internet Research</td>
<td></td>
<td></td>
<td></td>
<td>highly proficient</td>
</tr>
</tbody>
</table>

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 Associate Dean for Academic Affairs, the employee is must occasionally 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:**
• Flexibility to work irregular hours: evenings, weekends, and some overnight travel

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.