Job Description

Job Title:	Associate Dean, ESS Student Assessment	**Grade:**	N
Department:	Student Success Services	**FLSA:**	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Oversees the activities of transfer advising and career services.

Characteristic Duties and Responsibilities:

1. Coordinates the outcome assessment process for the unit
2. Works with ESS staff in preparation for SACS review in relation to annual outcome process
3. Facilitates departmental coordination to ensure quality standards are met in regards to student success outcomes
4. Coordinate with ESS staff to identify and implement appropriate assessment measures
2. Develops and implements the goals and business strategies for the assigned work unit(s), program(s), or campus
3. Monitors progress of projects to ensure that all deadlines are met; reviews finished tasks to ensure that all necessary charges are made.
4. Oversees the daily operations of unit and assists in developing and implementing internal policies and procedures.
5. Provides administrative support and counsel to the Dean.
6. Answers inquiries, provides detailed information and interprets policies regarding program.
7. Assess and determines their training needs; develops programs to meet these requirements.
8. Develops proposals and presentations to support the business objectives of the team.
9. Reviews and evaluates activities of program; recommends improvements and modifications.
10. Serves as liaison; participates in a number of cross functional teams within the unit.
11. Other duties as assigned.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade. Updated March 2012

Job Description

Job Title:	Associate Dean Advising and Career Support	**Grade:**	N
Department:	Student Success Services	**FLSA:**	Exempt

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Reporting Relationships:

Direction Received: Reports to Dean of Corporate and Continuing Education.

Direction Given: Management of the operation of a department or major function with activities typically coordinated through administrative personnel above the level of first line supervisors or through persons having mid to upper level management or professional responsibility.

Minimum Requirements:

Master's Degree from a regional accredited institution in Student Personnel, Higher Education, or Administration or related field; five years training or educational experience and three years supervisory experience

Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of higher education administration

Knowledge of Budgeting

Knowledge of training theories and methodologies

Ability to lead and direct staff

Ability to plan, develop and implement strategies achieve desired results

In-depth knowledge of field related to programs or functions within areas of responsibility

Supervisory skills

Working Conditions:

Typical office environment

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