



Job Description

Job Title:	Associate Dean	Grade:	N
Department:	Merancas Campus	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:

This position assists the Dean in the administration of the instructional programs and a wide variety of tasks to ensure the effective and efficient operation of the campus. Additionally, this position will assist with enhancing student success. The Associate Dean provides leadership in directing the flow and support to all students, faculty, and staff to ensure operational procedures are being followed. Monitors campus operations and serves as an evening and weekend resource to external and internal customers.

Characteristic Duties and Responsibilities:

1. Assists with the development and implementation of goals and business strategies.
2. Monitors progress of projects to ensure that all deadlines are met; reviews finished tasks to ensure that all necessary charges are made.
3. Oversees the daily operations of the campus and assists in developing and implementing internal policies and procedures.
4. Provides administrative support and counsel to the Dean.
5. Assists agencies; answers inquiries and provides detailed information and interprets policies regarding programs.
6. Consults with clients and determines their training needs; assists with developing programs to meet these requirements.
7. Develops proposals and presentations to support the business objectives of the campus.
8. Reviews and evaluates activities of program; recommends improvements and modifications.
9. Serves as liaison; participates in a number of cross functional teams at the campus.
10. Develops and administers program budgets; reviews program budget requests from staff and participating departments; approves expenditures and budget changes; prepares reports for supervisor.
11. Ensures effective campus operations (including evening and weekend activities).
12. Promotes student success by providing information and support to students as well as assistance with registration, admissions requirements and procedures.
13. Takes a leadership role in working with division directors to identify evening/online degree/diploma/certification programs that can be offered in an effort to increase completion rates.
14. Creates and communicates campus schedule and room assignments to faculty, students and staff.
15. Coordinates special campus projects, special events and other public relation affairs at the direction of the Dean.
16. Assist with creating and implementing a campus marketing and recruiting plan.

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. September 2013



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17. Notifies the appropriate supervisor and the campus dean of violations of college policies and procedures or operational irregularities.
18. Works closely with campus security operations and Administrative Services to aid in the maintenance of a safe learning environment.
19. Coordinates college scheduling program, assigning campus classrooms and facilities to maximize room utilization throughout the campus. Assigns course required rooms. Coordinates scheduling with CCE. Serves as scheduling (Ad Astra) trainer for the campus.
20. Develops, plans and implements goals and objectives to maximize space utilization with the approval of the Campus Dean. Recommends changes to procedures to increase campus utilization, efficiency, customer service and efforts to increase FTE.
21. Manages inventory of supplies for classrooms and initiates reordering process when necessary. Provides logistical support for campus faculty and staff.
22. Takes a prominent leadership position on the Campus Council.
23. Notifies the division director/program chair or discipline chair in the event of the absence of an instructor in the classroom, and coordinates scheduling changes to ensure compliance with state auditing requirements.
24. Other duties as assigned.

Reporting Relationships:

Direction Received: Reports to Dean

Direction Given: No direct supervision or assigned staff

Minimum Requirements:

Master's Degree from a regionally accredited institution and four years of management experience in an educational setting



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Preferred Qualifications:

- Experience in general community college administration including State Board Community College Code related to continuing education program compliance

Knowledge, Skills, Abilities and Worker Characteristics:

- Knowledge of budgeting
- Knowledge of training
- Supervisory skills

Working Conditions:

Typical office environment; some evening and weekends are required