Position Description

TITLE: Associate Dean, University College

DIVISION: Academic Affairs

REPORTS TO: Dean, University College

GRADE: 17

SUPERVISES: Professional, technical and clerical support staff

BASIC FUNCTION:

Responsible for providing leadership in the area of academic advising by working with faculty and other University College staff to develop services which aid in students’ transition to college and persistence to graduation. Leadership responsibilities include directing retention research, leading assessment processes for the College, facilitating integration of technology in advising services, coordinating the academic standards committee for University College, collaborating with providers of academic advising services for special populations, coordinating articulation agreements with other institutions, and partnering with academic colleges to provide appropriate curriculum for new students.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Oversee daily operation of University College, ensuring effective delivery of advising services, procedures and practices.

Responsible for communications with University College students and their families (for example, routine mailings or electronics communications, academic status reports, admissions and transcript evaluations, etc.)

Guide and develop research program on student retention, persistence, and success factors.

Work with the Dean to provide the University community with summaries and reports of who our students are. Prepare scholarly papers and proposals for grants and publications.

Oversee integration of new information technologies into the ongoing processes of the College.

Chair academic standards committee for students in University College.
Work closely with all providers of academic support services within University College and beyond.

Responsible for facilitating articulation agreements by having current knowledge of changing institutional requirements.

Supervise facility maintenance and utilization.

Hire and train student employees.

Serve as College representative to Enrollment Services’ Advisory Committee, and as liaison with the Administrative Computing Center.

Represent the Dean in his or her absence.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; PeopleSoft, Excel, Word, Access, Filemaker, and other spreadsheet and database software as required.

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

The following are required: a doctoral degree; experience in academic advising and teaching in higher education; record of success in student retention assessment and research; strong quantitative skills; ability to use and analyze PeopleSoft queries in everyday data management; strong interpersonal skills and written and oral communication skills; demonstrated commitment to meeting the needs of lower division university students, including recruitment and support of faculty advisors, and to creating an environment to ensure student academic success; ability to supervise faculty advisors, and professional and support staff.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATIONS TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.