UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Associate Dean, Human Science & Services

DIVISION: Academic Affairs (HSS)

REPORTS TO: Dean, Human Science & Services

GRADE: 18

SUPERVISES: Professional, administrative and clerical staff

BASIC FUNCTION:

Oversee and support the internal affairs of the College: college committees, faculty-generated proposals, junior faculty mentoring program, routinely-occurring activities such as Diversity Week and commencement, undergraduate and graduate curriculum, graduate admissions, searches, program accreditations, new student recruitment activities. Assist the Dean with strategic planning, public relations, annual review and other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist and advise the Dean on all matters of administration including budget preparation and implementation; personnel matters, including both faculty and non-faculty hiring, promotion, tenure, salary increases, terminations, salary review; planning; and program evaluation and review.

Oversee graduate and undergraduate academic programs.

Assist and support faculty development activities.

Coordinate and support College committees.

Oversee College publications and website development.

Support chairs/director in faculty assignments, assessment and development.

Represent the College on institutional committees, at assigned University functions, and at designated off-campus events.

Perform general administrative functions on behalf of the Dean.

Act as the Dean, as assigned, or for matters requiring attention when the Dean is not available.
OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printer, word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

An earned doctorate or equivalent required. Must be a tenured University of Rhode Island upper associate or full professor. Must have significant experience in higher education in faculty roles and experience in or demonstrated potential for administration. Proven leadership experience is essential (e.g., department chair, graduate program director, principal investigator of a major grant, director of a significant program). Must have demonstrated ability to communicate effectively orally and in writing. Must be able to organize, coordinate, and supervise staff. Must be able to interpret institutional policies, plans, objectives, and rules and regulations and communicate the interpretation to colleagues. Must be able to prepare and present detailed studies and reports. Must possess strong interpersonal skills and be able to prepare and deliver oral presentations before small, medium and large groups of people. Significant record of scholarship preferred.

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