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Developed by:.....SG
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Approved by:.....
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UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Associate Dean, College of Business Administration
(Undergraduate Programs)

DIVISION: Academic Affairs

REPORTS TO: Dean, College of Business Administration

GRADE: 19

SUPERVISES: Professional and clerical staff

BASIC FUNCTION:

Assist and advise the Dean, College of Business, on all matters relating to the College's undergraduate programs and undergraduate student life. Serve as a member of the College Administrative Council. Participate in the development, planning and administration of undergraduate academic programs. Represent the Dean at meetings related to undergraduate programs and activities of the College.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist and advise the Dean in all matters of policy relating to the College's undergraduate program, and in long-range planning involving teaching activities at the undergraduate level, student recruitment, course scheduling and curriculum planning and implementation. Assist faculty advisors by providing interpretation of University and College rules and regulations; work closely with the Admissions Office and the Registrar's Office. Responsible for promoting the College's undergraduate programs. Serve as liaison with the College's Undergraduate Affairs Committee. Perform other general administrative responsibilities on behalf of the Dean, including accreditation activities. Part of the continued assignment involves teaching and research.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers and printers; word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

The incumbent will not be exposed to adverse environmental conditions.

QUALIFICATIONS:

Appropriate doctorate or equivalent required. Must be a tenured faculty member in the College, with a strong interest in undergraduate education.

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