



POSITION DESCRIPTION

TITLE: Assistant Dean, School of Arts & Sciences

FLSA STATUS: Exempt, 1.0FTE	GRADE LEVEL: F
LOCATION: Rhodes Hall	UNIT: Academic Affairs
SHIFT: 8:00am-5:00pm M-F	DEPT: Arts & Sciences
INCUMBENT: Open	EMPLOYEE SIGNATURE: Date
REPORTS TO: Dean, Arts & Sciences	PREPARED BY & DATE:
Reviewed/Revised By:	
Reviewed/Revised By:	EE Name: Date:
Reviewed/Revised By:	EE Name: Date:

I. POSITION PURPOSE – *List brief summary of position*

The Assistant Dean, School of Arts and Sciences, provides leadership in areas of K12 partnerships, student concerns, transfer initiatives, assessment of learning outcomes, and general day-to-day school activities. The Assistant Dean works with and assists faculty in the development of learning outcomes (program and CORE), assessment processes, and program improvements. This person assists and advises students in academic difficulty. The Assistant Dean works with school faculty and coordinators, and with other academic schools to assure proper scheduling of required General Education courses. The Assistant Dean provides leadership in areas of Transfer Assurance Guides (OTM and TAG). The Assistant Dean also assists the dean in day-to-day school operations and directs the school in the dean's absence.

II. RELATIONSHIPS AND CUSTOMERS – *(In addition to Clark State Faculty, Staff, and Students, this position also interacts with the following external individuals, organizations and agencies)*

Transfer representatives from other colleges in our state and region.	Guidance counselors, faculty, staff, students from local K12 institutions	Representatives from ODHE, OACC, SOCHE	General public

III. DIMENSIONS – *If this position controls, manages, or has a direct impact on the expenditure of dollars, identify how, the type of budget, and the gross dollar amount involved)*

Provides input on budgets for related operations and special projects to the Dean of Arts & Sciences and manages special budgets as assigned.

IV. ESSENTIAL DUTIES AND RESPONSIBILITIES

Under broad supervision, this position performs the following duties:

1.	Under the supervision of the dean, and collaboratively with school faculty, implements plans for building partnerships with K12 entities in order to identify, develop, implement, and support academic programming that promotes seamless transfer from High School to college, and between colleges.
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2.	Works with Dean and faculty in establishing program learning outcomes appropriate to the Arts & Sciences disciplines, and leads the faculty in designing and implementing data collection and analysis processes that lead to ongoing program improvement.
3.	Advises students in academic difficulty (probation, dismissal, course repeat for third time).
4.	Works with faculty and Institutional Research in executing full compliance in Transfer Assurance Guide and Ohio Transfer Module courses from within the School of Arts and Sciences.
5	Performs initial screening of unsolicited applications for adjunct faculty; distributes to appropriate coordinators, follows up as needed. Serves as first-contact for student complaints and concerns regarding adjunct faculty.
6.	Assists the Dean in the evaluation of adjunct faculty.
7.	Works collaboratively with other academic schools in coordinating offerings of General Education courses to meet programming needs of technical degree plans.
8	Coordinates the off-site offerings of school programs and courses. In the absence of a coordinator, assists in course scheduling, as well as hiring and mentoring adjunct faculty.
9.	Assists the Dean in managing the implementation of grants and/or other funding for the school.
10.	Works collaboratively with the Marketing and Admissions Departments to recruit diverse student populations and to build the College's reputation for high-quality, easily transferable programming.
11.	Assists the Dean in day-to-day operations and directs the school in the dean's absence.
12.	All other duties assigned by supervisor.

V. SUPERVISORY RESPONSIBILITIES – *The following position title(s) report to this position. If there are no reporting positions, type "None."*

- None

Qualifications – *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

VI. EDUCATION and/or EXPERIENCE – *List minimum requirements necessary to perform essential duties and responsibilities, i.e., High School/GED plus 3-5 years related experience or AS Degree preferred.*

- Master's degree in an Arts & Sciences Discipline.
- 5-7 years of progressively responsible experience in education; partnership building; and collaboration.
- 3-5 years of experience in college teaching, preferably at the community college level.

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VII. SKILLS AND ABILITIES – *List basic skills and abilities necessary to perform essential duties and responsibilities, i.e., computer skills, oral and written skills, interpersonal skills, presentation skills, ability to motivate employees, etc.*

- Ability to interact positively with staff, faculty, students and external agencies and individuals.
- Effective verbal and written communication skills.
- Proven management and leadership skills including forecasting, planning, organizing, reporting, communicating, supervising, delegating, and evaluating.
- Proven ability to build collaborations and partnerships.
- Ability to gather and effectively analyze information, trends, and hard data to facilitate course and program improvement.
- Proficient in Microsoft applications.

VIII. CERTIFICATES, LICENSES, REGISTRATIONS – *List minimum requirements necessary to perform essential duties and responsibilities, i.e., Certified Novell Administrator (CNA), Certified NetWare Engineer (CNE), Professional Human Resources (PHR), Certified Public Accountant (CPA), Notary Public, Ability to be Bonded, etc.*

- None required

IX. LANGUAGE SKILLS – *(To be completed by HR)*

Ability to read, analyze, and interpret complex documents, journals, and regulations. Ability to write reports, summaries, business correspondence, articles, and speeches using original or innovative techniques or style. Ability to communicate effectively one-on-one and in small groups and to make effective and persuasive speeches and presentations to internal and external groups.

X. MATHEMATICAL SKILLS – *(To be completed by HR)*

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

XI. REASONING ABILITY – *(To be completed by HR)*

Ability to analyze and interpret data, to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

XII. PHYSICAL DEMANDS – *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job, i.e., ability to lift up to 75 pounds, etc. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. (To be completed by HR).*

While performing the duties of this job, the employee is regularly required to sit; use hands to touch, handle, or feel; reach with hands and arms, and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.



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XIII. WORK ENVIRONMENT – *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. (To be completed by HR).*

The work is performed in an office-like environment with a minimal amount of noise.