**Job Title:** Dean, Associate  

**Job Code:** 10036

### JOB SUMMARY

The Associate Dean is responsible for fostering effective cooperation, coordination, and communication across multiple campuses with regards to the college’s academic division. The primary responsibility of the Associate Dean is to direct programs and services and supervise program or department leadership, faculty, and staff.

### MAJOR DUTIES

- Reports to and supports the appropriate academic dean; actively works with division chairs, deans and VPAA’s as part of the Academic Leadership Team;
- Works to ensure the consistent exercise of college and TCSG academic policies, procedures, rules, regulations and other criteria or guidelines among all and across all campuses;
- Manages and oversees financial/budget operations of the department;
- Assists faculty in addressing all aspects of verifying program learning outcomes, including identification, review, revision, measurement, and analysis of said outcomes;
- Coordinates with the dean to assist faculty in attainment and continuance of program-specific accreditation under assigned supervision;
- Works with program faculty on TCSG curriculum review process; recommends to dean any current curriculum changes, program additions, and program terminations;
- Participates in, as needed, all program enrollment processes, including registration, drop/add, withdrawals, etc.;
- Coordinates the selection process for competitive admissions programs; Communicates admission criteria to the appropriate people and groups;
- Compiles program statistics such as enrollment, in-quarter and between-quarter retention rates, graduation rate, and placement rate to ensure program viability;
- Interviews, selects and manages the performance of assigned staff;
- Serves on appropriate college standing and ad hoc committees. Recommends to dean faculty assignments to standing and ad hoc committees;
- Works with the college’s web master to ensure program information on the web page is accurate and up-to-date;
- Works with the dean handling personnel issues; and
- Other duties as assigned.

### COMPETENCIES

- Skill in the operation of computers and job related software
- Problem solving/critical thinking skills
- Oral and written communication skills
- Research skills
- Skill in interpersonal relations and in dealing with the public
- Decision making and problem solving skills
- Strategic and Tactical Planning skills
- Organizational Skills
• Knowledge of federal, state, and local guidelines
• Knowledge of budgeting procedures

MINIMUM QUALIFICATIONS

• Master’s degree in a related field *and* Two (2) years of teaching or supervisory experience in a post-secondary institution

PREFERRED QUALIFICATIONS

• Preferred qualifications may vary from location to location