This position functions as Assistant to the Dean of Faculties and reports to the Dean of Faculties. It involves day-to-day implementation of the Dean's Office activities and coordination with the academic departments which report to the Dean. The position involves frequent communication with the Dean as well as the Provost, Business Office, Financial Aid, Academic Advisement, Human Resources, Registrar’s Office, in addition to the academic departments. It also involves coordination with the Dean around evaluation of faculty, retention, promotion, annual performance review, post-tenure review, and terminations.

This position is responsible for diverse activities that require resourcefulness, independent thinking and decision-making; the position holder must be able to initiate and perform on-going activities under limited supervision at times and will be responsible for completion of special projects and activities as directed by the Dean. The person in this position will be obtaining and analyzing information; completing correspondence; making telephone and personal contacts with faculty, staff, students, and the general public; and interpreting university and system rules, regulations, policies, and procedures for faculty and academic staff. This position is highly visible, requiring the ability to interact well with students, faculty, staff and the public.

Maintenance of confidentiality and professional conduct and appearance are requirements of this position. This is position of trust, privy to professional and personnel information, which must be held in confidence. This is not only an ethical responsibility, it is a legal one. Professional conduct is defined as “exhibiting a courteous, conscientious, and generally businesslike manner in the workplace” (www.nbrii.com/services/create/survey-questions/definition-of-ter...). (Must be able to practice restraint of tongue and pen).

A. **70% Manage Daily Operation of Dean of Faculties Office (Affairs of Dean and Associate Dean of Academic Affairs)**

1. Serve as liaison between Dean’s office and departmental offices.
   a. Coordinate Department Chair meetings and retreats;
   b. Prepare and distribute agendas and minutes and other correspondence with Department Chairs and Academic Department Associates;
   c. Maintain office listings, cell phone and/or home phone listings, and email address lists of Department Chairs and Academic Department Associates.
   d. Assist with university calendar and deadlines and alert Dean, Associate Dean, and Department Chairs to upcoming deadlines
2. Facilitate internal and external communications to Dean of Faculties Office and the Associate Dean of Academic Affairs Office; keep Dean and Associate Dean informed of matters needing immediate attention.
3. Maintain confidentiality on legal and personnel issues.
4. Coordinate Dean of Faculties and Associate Dean of Academic Affairs activities, projects and needs:
   a. Develop office procedures and filing systems to insure maximum efficiency.
   b. Coordinate Dean and Associate Dean calendars and schedule appointments.
   c. Coordinate Dean and Associate Dean travel arrangements.
   d. Prepare and process travel requests for other activities related to the operation of this office.
   e. Manage food service requests, ordering of office supplies, purchase orders, work orders, copying requests and other requisitions.
   f. Obtain and maintain pro card (travel card) to use in making arrangements for travel for Dean and Associate Dean and managing ordering.
   g. Screen visitors, handle questions/complaints and telephone calls. Direct to appropriate department/office.
h. Open, read, prioritize and respond to routine correspondence.

i. Maintain and disseminate information on University and System policies and procedures.

j. Maintain records from departments regarding current and historical departmental personnel policies and procedures, faculty workloads, etc.

k. Manage and maintain Dean of Faculties website and the High Impact Practices website of the Associate Dean.

l. Prepare administrative and professional materials for Dean, as requested.

m. Schedule the five Swenson conference rooms.

n. Monitor and oversee the Swenson second and third floor copier account.

o. Schedule maintenance of equipment as necessary.

5. Process Faculty Development Grants.
   a. Set up and monitor faculty development grant budgets;
   b. Maintain faculty development files.

6. Organize and implement the annual department chair selection process.
   a. Maintain list of terms of department chairs and determine which department elections are to be held.
   b. Notify departments of impending chair elections, eligibility guidelines for position and eligible staff members with voting rights.
   c. Distribute and collect ballots and transmit election results to the Dean.
   d. Prepare informational correspondence to the Provost and correspondence to the Chancellor recommending results of election.
   e. Notify Human Resources, Departments and new Chair-elects.
   f. Assist Dean in setting up the New Chair-Elect Orientation in the spring shortly after election results are confirmed by the Chancellor.

7. Coordinate information on various reports and requests from Department Chairs:
   a. These reports include: Department annual reports, department permanent and renewable staffing requests, department adjunct and overload staffing requests, department budget and special needs requests, department Work Study and Student Assist requests, and other reports as needed.
   b. Keep records of such reports.
   c. Assist Dean with compilation and summaries of such reports as requested.
   d. Compile summaries of budget and staffing requests for Dean’s recommendation to Provost.
   e. Distribute approved budgets to academic departments.

8. Hiring and supervision of student workers as needed:
   a. Interview, hire, train, and monitor student clerical staff (work-study and student assistants).
   b. Establish work schedules, maintain records, manage and evaluate student staff.

9. Coordinate/prepare/and mail certificates for students on the Dean's Honor List for both semesters.

10. Coordinate and/or assist with receptions and events as needed (like reception for Newly Tenured and Promoted Faculty and Staff).

11. Perform other duties as assigned by the Dean.

B. 25% Manage Office Activities related to Faculty Review

1. Maintain updated records of faculty eligibility for retention (by year), promotion, tenure and post-tenure review. Maintain the historical record of these as well.

2. Serve as a clearinghouse for all Annual Performance Review Materials. Maintain a spreadsheet with all recommendations (unsatisfactory, satisfactory, and merit).

3. Serve as the clearing house to receive, safeguard and manage, appropriately disseminate, and return all annual performance review, retention, tenure, promotion and post-tenure review portfolios.

4. Notify department chairs about the personnel review schedule for the upcoming academic year each year in August. Follow up with Chairs in writing to ensure that proper notice has been given to department members about personnel review for the academic year (last week of September).
5. Provide written notice from the Dean to all persons under various forms of review for the upcoming year (in September).
6. Schedule separate orientation group meetings for all persons eligible for promotion, tenure, and post-tenure review in the upcoming year (in September).
7. Provide written notice from the Dean about retention decisions as required (mid-December and end of March).
8. Schedule all faculty retention review meetings with Dean.

C. 5% Manage Budgeting Process

1. Keep Dean informed of status of appropriate budgets & other custodial accounts; serve as pro-card site manager as appropriate; reconcile accounts.
2. Manage the process and reconcile budgets for faculty and academic staff development grants.

KNOWLEDGE REQUIRED:

Strong public relations, organizational, oral and written communication skills.
Ability to work with people from diverse backgrounds.
Ability to maintain a high degree of confidentiality.
Ability to prioritize and balance multiple projects.
Proficiency with PC operating systems, specifically Microsoft Office (Excel spreadsheets, Word docs, Outlook) and campus networks like PeopleSoft, CommonSpot, and WISDM.
Administrative office assistant experience in a higher education setting preferred.

7/24/13