University of Wisconsin-Superior
Position Description for Dean Assistant
Assistant to Provost/Dean of Faculties
June 2011

This position functions as Administrative Assistant to the Dean of Faculties (Provost/Dean of Faculties). It involves day-to-day implementation of the Provost/Dean's Office activities and coordination with the academic departments (12) which report to the Provost/Dean. The position involves frequent communication with the Dean (Provost), and Chancellor, Provost's Leadership Team, Business Office, Network and Programming Services, as well as the academic departments. It also involves coordination with Human Resources staff related to faculty recruitment, affirmative action and system hiring procedures, evaluation of faculty, retentions, promotions, terminations and salaries. This position also works closely with the Registrar's Office, Financial Aid Office, Academic Advisement Office, etc. This position is responsible for completion of special projects and activities; obtaining and analyzing information; completing correspondence; making telephone and personal contacts with faculty, staff, students, and the general public; interpreting university and system rules, regulations, policies, and procedures for faculty and academic staff. This position also requires interaction with the students and the public. This position also serves as backup to the Provost/Vice Chancellor Assistant and the Chancellor’s Assistant.

Code of Ethics: This position recognizes the position of trust imposing ethical and legal obligations by maintaining confidentiality. This position also promotes standards of professional conduct in terms of actions and appearance.

A. 60% Manage Daily Operation of Dean of Faculties Office and the Associate Dean of Academic Affairs

1. Screen visitors, handle questions/complaints and telephone calls. Direct to appropriate department/office. Open, read, prioritize and respond to routine correspondence.
2. Coordinate Dean of Faculties and Associate Dean of Academic Affairs calendars and schedule appointments; coordinate travel arrangements.
3. Facilitate internal and external communications to Dean of Faculties Office and the Associate Dean of Academic Affairs Office; keep Dean (Provost) and Associate Dean informed of matters needing immediate attention.
4. Maintain confidentiality on legal and personnel issues.
5. Maintain and disseminate information on University and System policies and procedures.
6. Process Faculty Development Grants and Academic Staff Development Grants. Set up and monitor budgets; maintain files.
7. Disseminate various System reports such as Outside Activities Report; maintain files.
8. Develop office procedures and filing systems to ensure maximum efficiency.
9. Serve as liaison between Dean's office and departmental offices. Coordinate Department Chair meetings and retreats; prepare and distribute agendas and minutes and other correspondence with Department Chairs and Academic Program Associates. Maintain office listings and email address lists of Department Chairs and Academic Program Associates.
10. Organize and implement the annual department chair selection process. Maintain list of terms of department chairs and determine which department elections are to be held. Notify departments of impending chair elections, eligibility guidelines for position and eligible staff members with voting rights. Distribute and collect ballots and transmit election results to Provost/Vice Chancellor. Prepare correspondence to the Chancellor recommending results of election. Notify Human Resources, Departments and new Chair.
11. Coordinate information on various reports from Department Chairs (Annual Reports, Staffing Requests, Budget Requests, Work Study and Student Assist Requests, etc.). Assist Chairs and/or Academic Department Associates with compilation of reports.
12. Maintain records from departments regarding personnel policies and procedures, faculty work loads, annual reviews, etc.
13. Assist with university calendar and deadlines and alert Dean and departments to upcoming deadlines.
14. Solicit and maintain files of faculty committees as appropriate.
15. Assist with management and maintenance of Provost Office and Academic Affairs web site.
16. Prepare administrative and professional materials for Dean.
17. Assist with Interviewing, hiring, training, and monitoring of student clerical staff (work-study and student assistants). Assist with establishing work schedules, maintaining records, managing and evaluating student staff.
Prepare and process travel requests, food service requests, purchase orders, work orders, copying requests and other requisitions.

Schedule maintenance of equipment as necessary.

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

Assist as needed with Commencement and the Commencement Committee. Facilitate list of faculty and academic staff for processional list and seating arrangements. Make travel arrangements for Commencement speaker if necessary; arrange for honorarium.

Prepare notes to faculty, staff, UW System, etc., as directed by the Provost/Dean.

Coordinate and/or assist with receptions and events such as the December/August Graduation, Honors Cords Ceremony, Superior Achievements Ceremony, Dinner for new faculty, Reception for Newly Tenured and Promoted Faculty and Staff, Welcome Week (Fall and Spring), etc.

Have signing authority for various forms, including TER's, of which the Provost/Dean of Faculties is account custodian.

Assist and/or facilitate project needs for Associate Dean, Academic Affairs; order supplies as needed, etc.

Perform other duties as assigned by the Dean.

B. 20% Manage Office Activities related to Faculty Appointments

1. Serve as liaison between Provost/Vice Chancellor for Academic Affairs, Departments, and Human Resources for search process for new faculty.
2. Serve as classified support for Search and Screen Committees as designated.
4. Assist with scheduling interviews of candidates with the Provost/Dean of Faculties.
5. Process letters of intent for potential faculty and notify appropriate offices when letters are returned.
6. Facilitate appointment letters and forms to Human Resources.
7. Maintain files, resumés, and other necessary information on faculty.
8. Assist with monitoring of salaries against Redbook figures.

C. 15% Coordination of Summer College

1. Initiate forms for all Summer College programs.
2. Compile Summer College budget reports.
3. Develop and produce Summer contract letters for miscellaneous administrative positions, Department Chairs, Youthsummer, Upward Bound, grants, and various stipends for staff serving on select committees during the summer months.
4. Monitor course enrollments. Inform Dean or Associate Dean and Human Resources of any faculty salary reductions based on low enrollments.

D. 5% Manage Budgeting Process

1. Collect budget requests for funding of ad hocs, student assistants and work study. Compile summaries of requests for Dean's recommendation to Provost and distribute approved budgets to academic departments.
2. Keep Dean informed of status of appropriate budgets & other custodial accounts; serve as pro-card site manager as appropriate; reconcile accounts.
3. 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, the web, and various spreadsheets and word processing software systems.
PeopleSoft knowledge necessary.
Administrative office assistant experience in a higher education setting preferred.

6/20/11