

# CONNECTICUT COMMUNITY COLLEGES

## Job Description

### Assistant to the Dean

**Salary Level:**  
17

**Date Approved/Revised:**  
**Approved: 10/01/02**

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#### **Position Purpose**

The Community Colleges offer a wide variety of academic programs which include traditional degree programs as well as continuing adult education and specialized certification programs. These programs are managed by an Academic Dean who assures that they are sound and instructed effectively. The breadth and complexities of these academic programs require administrative assistance in their management.

The Assistant to the Dean provides the administrative and academic support services needed to contribute to the effective management of the College's academic and certificate programs.

#### **Supervisory and Other Relationships**

The Assistant to the Dean typically works under the direction of a Dean or other administrator. The position may supervise or lead support staff as assigned and may provide administrative guidance to faculty in areas such as student evaluations and class loads.

The position has substantial cooperative relationships with faculty, administration, students, staff and public. The incumbent is expected to represent the College in a positive manner and to collaborate with academic and student services departments to contribute to retaining students.

#### **Major Accountabilities**

The Assistant to the Dean is accountable for providing administrative services in support of the College's academic programs through effective performance in these essential functional areas:

- Faculty administration;
- Course administration;
- Business administration.

## **Examples of Essential Duties and Accountabilities**

The following examples of duties and accountabilities illustrate the general range of tasks assigned to the position but are not intended to define the limits of required duties. Other essential duties may be assigned consistent with the general scope of the position.

A. Faculty administration: The Assistant to the Dean is accountable for providing useful administrative support to the Dean in staffing and guiding the Department's faculty. This accountability includes such essential tasks as:

1. Screening applications from potential faculty members and making recommendations to the Dean on those qualified for the Department's instructional needs;
2. Developing and preparing teaching contracts and records including those for part-time lecturers;
3. Assessing faculty workloads and making recommendations on changes;
4. Preparing and maintaining faculty and course data;
5. Developing and preparing informational and procedural documents and schedules for faculty members.

B. Course administration: The Assistant to the Dean is accountable for contributing to successful administration of the College's academic programs and courses. This accountability includes such essential tasks as:

1. Researching enrollment and population trends to assess demands for the College's course offerings;
2. Recommending continuation or elimination of courses based on their utilization and relevance to the College's academic goals;
3. Participating in development and preparation of instructional materials such as course outlines, course materials and instructional practice materials.

C. Business administration: The Assistant to the Dean is accountable for contributing to the effective operation of the Dean's office. This accountability includes such essential tasks as:

1. Participating in developing and managing operating and faculty personal services budgets;
2. Performing and participating in administrative services for daytime and evening instructional services including such tasks as preparing schedules and materials.

## **Professional Participation and Development**

In addition to the accountabilities listed above, the position is required to carry out the essential duties of:

- Attendance and participation at convocation and commencement ceremonies;
- Service on assigned committees and task forces;
- Attendance and participation at committee, staff, informational and professional meetings.

These may involve attendance at evening or weekend events.

The incumbent is expected to maintain currency in the position's fields of professional expertise and competencies. The incumbent is required to maintain complete confidentiality of student records and other information of a confidential nature.

## **Qualifications**

Incumbents are required to have demonstrated substantial knowledge, skills and abilities in the following areas:

- Higher education administration
- Budget and fiscal management;
- Information technology literacy skills;
- Effective oral and written communications.

These skills and abilities typically are acquired through a combination of education, training and experience which would include a Bachelor's degree in an appropriately related field together with two or more years of related experience; or a combination of education, training and experience which would lead to the competencies required for successful performance of the position's essential duties.

## **Work Environment**

Incumbents typically perform their work in offices. The work does not, normally, involve any significant physical effort. Reasonable accommodation will be made for incumbents with physical limitations.