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| Job Title | Assistant Dean, Administrative Services | Job Code | AA0112 |
| Pay Plan | A&P | Pay Grade | 22 |
| Union | Non-Union | FLSA Status | Exempt |
| Job Family | Academic and Program Management | Union Code | 000 |
| | | | Academic Administration |

Job Family & Subfamily Summary

Academic and Program Management Professionals develop, administer, or support programs that enhance the learning environment for students or faculty development.

Academic Administration Professionals develop, implement, promote, and administer academic and/or administrative services in order to further the teaching and research mission of the University. Responsibilities include developing, evaluating, and/or overseeing curriculum or program offerings, communicating program goals, developing community partnerships and programs, advising deans and faculty regarding programmatic issues, and handling complex administrative problems for an academic based unit.

Job Summary

Serves as Assistant Dean responsible for establishing strategic initiatives and priorities in the development, implementation, and interpretation of operating procedures related to the administrative and financial affairs for the college.

Representative Duties

1. Administration

- Oversees multiple administrative units in the college and directly supervises staff
- Plans, develops and oversees communications and events to promote and support the administration
- Represents UCF on state committees, attends conferences, and meetings, as appropriate
- Manages projects and processes as defined by the college
- Makes high level administrative decisions

2. Human Resources

- Manages the college's personnel matters for faculty and staff hiring, evaluations, and employee relations
- Serves as a point of contact for the college's deans, chairs and directors for personnel matters
- Serves as liaison to Academic Affairs Administration, Human Resources, Faculty Relations and other relevant units
- Initiates, supports, and maintains positive and effective working relationships with college associate deans, faculty, staff, graduate students, and the public

3. Strategic Planning

- Collaborates with the dean on strategic development and planning associated with the college organization and staffing
- Plans, develops and oversees implementations for university-wide processes
- Interprets funding rules and policies, makes recommendations for revisions and implements changes
- Provides financial analysis and oversight of the college's budget

Education, Experience, Skill Requirements

| | Required | Preferred |
|---|----------|-----------|
| Education Level | Master's | PhD |
| Certification(s) | | |
| Licensure(s) | | |
| Work Experience | | |
| 8+ years of relevant work experience 5+ years of leadership experience | | |
| Additional Requirements | | |
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Physical/Environmental Demands

Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.