



Job Title	Assistant Dean CCIE, Administrative Services	Job Code	AA0116
Pay Plan	A&P	Pay Grade	23
Union	Non-Union	FLSA Status	Exempt
Job Family	Academic and Program Management	Union Code	000
			Academic
		Subfamily	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 of Community Innovation and Education.

Representative Duties

1. Administration

- Oversees multiple administrative units in the college and directly supervises the director/coordinator for each area, which includes the Budget Office, Technology and Facilities, UCF Teaching Academy, College Outreach, Community Relations, and Development

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 as well as a liaison to Academic Affairs Administration, Human Resources, Faculty Relations and other relevant units

3. Strategic Planning

- Collaborates with the dean on strategic development and planning associated with the college organization and staffing

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		

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.