GATEWAY COMMUNITY COLLEGE

Job Description

Associate Dean of Academic & Student Affairs

Salary Level: AD

Position Purpose
The Associate Dean of Academic & Student Affairs, with dual reporting to the Dean of Academic Affairs and the Dean of Student Affairs, and a member of the President's management team, is responsible for assisting the Deans in defined areas of their responsibilities, including such areas as:

- Adjunct Faculty Communications Development
- Curriculum and Course Development Oversight
- Oversight of Distance Learning
- Academic Advising
- Student Judicial Affairs
- Educational Support Services
- Student Outcomes and Assessment
- Academic and Student Services Budget Management
- College Transition
- Other Areas of Academic and Student Services Administration, as assigned

Supervisory and Other Relationships
The Associate Dean of Academic Affairs reports to the Dean of Academic Affairs and the Dean of Student Affairs. The position directly supervises professional and support staff.

The position is required to have extensive collegial and collaborative relationships with administrators, faculty and staff within the College and the Board of Regents, and to interact successfully with a number of outside constituencies such as employers; faculty and staff of high schools and baccalaureate institutions; and members of the community. The incumbent is expected to work well with faculty, staff and students and to collaborate with academic and student services departments to contribute to the retention and success of students. The incumbent is expected to represent the College in a positive manner.

Major Accountabilities
The Associate Dean's role is to provide assistance to the Dean of Academic Affairs and the Dean of Students in defined areas of academic and student services administration:

Examples of Essential Duties and Accountabilities

The following examples of duties illustrate the specific range of tasks assigned to the position but are not intended to define the limits of required duties. The President may determine and assign other duties consistent with the general scope of the position.

A. Curriculum Coordination and Communication: The Associate Dean of Academic and Student Affairs is accountable for providing administrative support to the Deans in directing the design and development of comprehensive academic programs and student services to assure effective long-term learning benefits appropriate for the communities served by the College, and in ensuring the accurate communication of curriculum information to the college community. This accountability includes such essential tasks as:

Coordinates maintenance of all curriculum information, including coordinating the process of common course numbering at GCC from proposal stage through implementation for all new and existing courses and programs, coordinating with the Curriculum Committee, Registrar's Office, and the BOR.
Exhibits leadership in overseeing a comprehensive communications plan related to adjunct faculty
Oversees the academic and student services portions of the GCC web site.

B. Educational Support Services Delivery: The Associate Dean of Academic and Student Affairs is accountable
for overseeing the effective functioning of assigned student services. This accountability includes such essential
tasks as: Oversees programs of assistance to students in adapting to the demands of higher education.
Numerical analysis of trends and outcomes to measure effectiveness of services.

C. Development and Management of Staffing Priorities: The Associate Dean of Academic and Student
Affairs is accountable for providing administrative support to the Deans in staffing. This accountability includes
such essential tasks as: Working with Division Directors, Program Coordinators, and Department Chairs, and
Directors coordinates the process for recruitment, orientation, mentoring, and evaluation of part-time faculty and
staff, including networking to assist in the development of a more diverse part-time faculty pool. Supervises the part-
time lecturer contract process Coordinates the process for evaluation of part-time faculty. Works with the Human
Resources Department to coordinate a comprehensive orientation program for new full-time faculty and staff.

D. Budget Development. Planning and Reporting: The Associate Dean of Academic and
Student Affairs is accountable for providing administrative support to the Dean in effective management of the
Division's financial resources. This accountability includes such essential tasks as: Assists in preparation of the
budget and review of academic division budgets, including all academic transaction reports. Relates educational
needs, both operating and capital, to budget development and staffing needs; Assists with developing the strategic
plan for the Academic Affairs and Student Affairs Divisions;

Professional Participation and Development: In addition to the accountabilities listed above, the Associate Dean
of Academic and Student Affairs 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;

All of these may involve attendance at evening or weekend events. The incumbent is required to maintain currency
in the position's required fields of professional expertise and competencies. In addition, 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 advanced knowledge and abilities in:

- Ability to plan, develop and evaluate academic services and programs;
- Excellent organizational and administrative ability;
- Ability to work with multiple constituencies in support of a culturally and ethnically diverse workplace;
- Leading and directing human resources in a higher education environment;
- Excellent interpersonal skills;
- Strong information technology literacy skills;
- Effective oral and written communications;
- Management of operating budgets and plans.

These skills and abilities typically are acquired through a combination of education, training and experience which
would include a Master's degree together with five or more years of experience in higher education including
experience in teaching and academic administration, and at least three years of supervisory experience; or a
combination of education, training and experience which would provide the competencies required for successful
performance of the position's essential duties.

Work Environment
Incumbents perform most of their work in offices. There is minimal physical exertion required. Incumbents travel to
meetings, conferences and to public sites for making personal presentations, involving travel by automobile or
public conveyance. Incumbents are required to be licensed to operate a private passenger automobile or to arrange
for alternate transportation. Reasonable accommodation will be made for candidates with physical limitations.