

Job Level	Assistant to Dean for Strategic Initiatives	Professional Level II
Oversight Received	<ul style="list-style-type: none"> * Independently design, implement, manage and execute multiple projects simultaneously, and effectively coordinate teams and leverage support across reporting lines. * Consult leadership when investigating current situations and identifying problem scope and potential solutions. 	<ul style="list-style-type: none"> • Limited supervision through review of work product • Periodic monitoring of work
Problem Solving	<ul style="list-style-type: none"> * Prioritize strategic project initiatives. * Identify, design, and maintain project coordination components such as: ongoing communication with stakeholders; prioritizing goals and objectives; gathering, collating, analyzing data and information to meet said goals and objectives; outline and track relevant deadlines and timelines; modify and adjust prioritization as needed. * Advise and make recommendations to the Dean based on ongoing activities and stakeholder feedback. 	<ul style="list-style-type: none"> • Applies concepts to resolve a variety of problems • Discretion to determine a course of action with review
Interaction/ Communication	<ul style="list-style-type: none"> * Liaison with and coordinate the Dean's Advisory Council including staff contributions. * Collaborate with the Associate Deans to plan meetings and manage the work of the Dean's Leadership team. * Draft talking points, speaker and panel introductions, and general External Relations communications for the Dean. 	<ul style="list-style-type: none"> • Communicates to a broad audience that may be outside of occupational discipline
University Impact	<ul style="list-style-type: none"> * Serve as a change management leader in implementing major organizational or systems improvements. 	<ul style="list-style-type: none"> • Working knowledge of University policies and systems • Impact is on work team or department
Typical Education	<ul style="list-style-type: none"> * Earned BS or BA degree with a preference in a Business related field of study 	<ul style="list-style-type: none"> • Bachelor's degree