

Job Level	Assistant to the Dean	Technical/Support Level III
Oversight Received	<ul style="list-style-type: none"> * Manage communication flow and ensure compliance with all University policies and procedures for faculty processes including, but not limited to: sabbatical; tenure and promotion; appointment letters; faculty evaluations; background checks; and Summer International Scholars program. * Administer Office of Equal Opportunity activities for the College 	<ul style="list-style-type: none"> • Acts independently working under limited supervision.
Problem Solving	<ul style="list-style-type: none"> * Directly supervises one employee, Assistant to Associate Deans, Manage Dean's office including direct supervision of Assistant to Associate Deans * Manage Dean's commitments and delegate in appropriate situations. * Manage and prepare materials for Dean's meetings, appointments, and communications * Manage Dean's office independently, including supervisory decisions for appropriate Dean's office staff members that ensure smooth running of office * Make decisions on College event planning to ensure successful execution of events * Act as the College Human Resources liaison * Facilitate the Dean's preparation for meetings, plan and implement meetings called by the Dean * Assist Dean with presentations and proposals 	<ul style="list-style-type: none"> • Encounters problems which are varied and non-routine. • Uses knowledge of standardized rules, procedures, and operations to resolve • Resolves complex issues escalated from junior team members
Interaction/Communication	<ul style="list-style-type: none"> * Work closely with internal and external constituents to develop Dean's schedule. * Respond, as appropriate, to Dean's correspondence * Coordinate with departments and department chairs on College activities * Supervise all routine correspondence for Dean * Administer the Dean's schedule 	<ul style="list-style-type: none"> • May be required to interpret and explain information to an audience.
University Impact	<ul style="list-style-type: none"> * The Assistant to the Dean is an executive-level position working directly for the Dean to manage the high-level administrative functions of the College of Natural Sciences Dean's Office, including the Dean's activities. 	<ul style="list-style-type: none"> • May act as a team lead, or have supervisory responsibilities over others • May be accountable for on-time delivery of own work or that of others on the team.
Typical Education	<ul style="list-style-type: none"> * Bachelor's degree plus four years of professional experience in an administrative position providing support for senior-level management OR eight years of professional experience in an administrative position providing support for senior-level management 	<ul style="list-style-type: none"> • In-depth experience in a technical field • May require vocational qualification or certification • Maybe working towards professional certification or degree.