

Job Level	Assistant to the Dean	Technical/Support Level III
Oversight Received	<ul style="list-style-type: none"> <li>* 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.</li> <li>* Administer Office of Equal Opportunity activities for the College</li> </ul>	<ul style="list-style-type: none"> <li>• Acts independently working under limited supervision.</li> </ul>
Problem Solving	<ul style="list-style-type: none"> <li>* Directly supervises one employee, Assistant to Associate Deans, Manage Dean's office including direct supervision of Assistant to Associate Deans</li> <li>* Manage Dean's commitments and delegate in appropriate situations.</li> <li>* Manage and prepare materials for Dean's meetings, appointments, and communications</li> <li>* Manage Dean's office independently, including supervisory decisions for appropriate Dean's office staff members that ensure smooth running of office</li> <li>* Make decisions on College event planning to ensure successful execution of events</li> <li>* Act as the College Human Resources liaison</li> <li>* Facilitate the Dean's preparation for meetings, plan and implement meetings called by the Dean</li> <li>* Assist Dean with presentations and proposals</li> </ul>	<ul style="list-style-type: none"> <li>• Encounters problems which are varied and non-routine.</li> <li>• Uses knowledge of standardized rules, procedures, and operations to resolve</li> <li>• Resolves complex issues escalated from junior team members</li> </ul>
Interaction/Communication	<ul style="list-style-type: none"> <li>* Work closely with internal and external constituents to develop Dean's schedule.</li> <li>* Respond, as appropriate, to Dean's correspondence</li> <li>* Coordinate with departments and department chairs on College activities</li> <li>* Supervise all routine correspondence for Dean</li> <li>* Administer the Dean's schedule</li> </ul>	<ul style="list-style-type: none"> <li>• May be required to interpret and explain information to an audience.</li> </ul>
University Impact	<ul style="list-style-type: none"> <li>* 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.</li> </ul>	<ul style="list-style-type: none"> <li>• May act as a team lead, or have supervisory responsibilities over others</li> <li>• May be accountable for on-time delivery of own work or that of others on the team.</li> </ul>
Typical Education	<ul style="list-style-type: none"> <li>* 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</li> </ul>	<ul style="list-style-type: none"> <li>• In-depth experience in a technical field</li> <li>• May require vocational qualification or certification</li> <li>• Maybe working towards professional certification or degree.</li> </ul>