



Job Description

Associate Dean of Academic Affairs

JD: 2015
Pay Grade: G16

Employment Status: Full-Time

FLSA Status: Exempt

Experience Required: Minimum two (2) years' experience full-time college-level teaching. Minimum two (2) years' leadership experience in higher education.

Minimum Education Requirements: Master's Degree in a related field.

Direct Supervisor: Dean of Academic Affairs (DAA).

Supervisory Responsibility: Direct: Adjunct faculty, Administrative Associate - Faculty; Indirect (0)

Primary Work Location: Office Setting.

Certification:

Job Summary: This position is responsible for guiding and directing adjunct faculty and staff in the management and delivery of academic programming; providing support to the Dean of Academic Affairs (DAA) in day-to-day operations and initiatives; managing the online e-campus bookstore; monitoring and assessing various instructional programs. Supervise adjunct faculty hiring, training, evaluation and professional development. Work in coordination with the Student Affairs Office to implement 504/ American Disabilities Act (ADA) laws and regulations.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Provide orientation and on-going training programs for new and returning adjunct faculty.
- Assist in ensuring accuracy of all information regarding the Office of Academic Affairs (AA) in the College Catalog, website and all college publications.
- Ensure compliance with policies and procedures, federal, state and local rules and regulations, and accreditation requirements.
- Serve on the Academic Dismissal Appeal Board.
- Assist DAA with the implementation of the College and Me program.
- Assist in developing course schedules for all academic programs. Set/update course schedules in coordination with academic/program directors and the Registrar.
- Work with DAA, and designated faculty/staff to monitor and assess remedial education to promote accelerated attainment of college-level performance.
- Assist the DAA with the design and improvement of academic offerings for high school dual-enrollment programs. Assist with student onboarding processes and monitoring student success in high school dual enrollment programs.
- Assist in strategic planning, accreditation efforts, and developing the annual budget.
- Work with the DAA and Garrett County Board of Education (GCBE) to assess county-wide testing of public high school juniors using Accuplacer and multiple measures to determine performance level for the purposes of enrollment in high school remediation, dual-enrollment in developmental or college-level writing and mathematics courses.
- Assist the DAA and GCBE to implement a remediation program for juniors who are not deemed College and Career Ready.

Effective Date: 04/01/2024



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- Assist the DAA with the delivery of instruction to Garrett County schools including scheduling of courses, enrollment of students, and recruiting/training/hiring/evaluating of faculty.
- Help the Director of the AASC coordinate placement testing and advising/registration for new students.
- Serve on various college committees including the Bucknell Scholarship Committee.
- Assist with New Student Orientation.
- Manage the e-campus online bookstore, serve as a liaison between e-campus and Garrett College.
- Perform other related duties as assigned.

Essential Functions, Qualifications, Knowledge, Skills, and Abilities (KSA's) for Employment

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Thorough understanding of the management of academic affairs offices.
- Thorough understanding of FERPA and ADA laws and regulations as it applies to college students.
- Documented experience in disability services in higher education setting.
- Demonstrated experience determining reasonable accommodations.
- Computer software used within department to include but not limited to Microsoft Word, Excel, and Access.
- Instructional technology and classroom management skills.

Skills

- Strong management, organizational, and supervisory skills.
- Ability to promote a collegial, inclusive, and constructive environment for students, faculty and staff.
- Excellent interpersonal and communication including customer service and public relations skills.
- Strong written and oral communications, relational and time management skills.
- Establishing and maintaining effective working relationships with other staff, elected officials, and members of the public.
- Following and relaying complex oral and written instructions, policies and procedures.

Abilities

- Commitment to the highest ethical principles of higher education management.
- Commitment to the community college philosophy of providing access to certificates, degrees, and workforce training.
- Diplomacy in handling a wide range of situations dealing with public and private sector, organizations, and the public.
- Coalesce diverse constituents around a common purpose.
- Foster and promote a positive image for the College.
- Work effectively under pressure and handle multiple tasks.



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- Mentally analyze a situation, solve problems, and make decisions under pressure in area of responsibility.
 - Maintain confidentiality and use good judgement.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment.

Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date