



Job Title: Assistant Dean

CLASSIFICATION DESCRIPTION

Department: Varied
Pay Grade: 119
FLSA Status: Exempt
Remote Work Eligible: No

JOB SUMMARY

The Assistant Dean provides support to the Dean of the assigned department with regard to leadership and administrative oversight for the department and other management tasks as assigned. This classification is responsible for directing the activities of an assigned academic related department or program. Incumbents will develop strategies to accomplish goals, implement policies and procedures, and develop and monitor an assigned budget. Incumbents may need to perform professional level work within assignment and will supervise employees or student workers. This classification is different from previous class in the scope of responsibility.

DISTINGUISHING CHARACTERISTICS

N/A.

ESSENTIAL JOB FUNCTIONS

- Directs staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.
- Prepares and administers a budget which includes grant budgets; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures.
- Provides oversight and directs the implementation of activities and operations for an assigned academic department or program, which includes: planning, coordinating, administering, and evaluating programs, projects, student retention, strategic planning, processes, procedures, systems, standards, and/or service offerings; implementing overall policy changes; ensuring compliance with Federal, State, and Local laws, regulations, codes, and/or standards; and coordinating and integrating activities between multiple service areas.
- Other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Prepared: January 2024

Doctorate preferred, master's degree in assigned area required; Three (3) years of leadership experience in assigned area. Experience in curriculum development and teaching required. Experience in budget preparation and monitoring desirable.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Managerial principles and practices;
- Academic program requirements;
- Customer service principles;
- Program coordination principles, practices, and techniques;
- Program planning principles;
- Troubleshooting and solving complex program issues;
- Budgeting principles; Research methods; Applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes;
- Presentation principles and practices;
- Diverse populations and cultures; and
- Computers and related software applications.

Skills in:

- Managing and evaluating the work of lower-level staff;
- Prioritizing and assigning work;
- Providing customer service;
- Managing and administering program budgets;
- Interpreting academic program requirements;
- Maintaining confidentiality;
- Planning, coordinating, and implementing program components and activities;
- Researching, analyzing, and applying relevant information to the development of departmental processes and programs;
- Ensuring compliance with applicable internal and/or external program requirements; and
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Ability to:

- Use a computer and related software applications; and
- direct the activities of an assigned academic related department or program.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

None.

PHYSICAL DEMANDS

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.		Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	

Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	<u>X</u>
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	<u>X</u>
Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	<u>X</u>
Feeling – perceiving attributes of objects by touch with skin, fingertips.	<u>X</u>	Standing – for sustained periods of time.	<u>X</u>
Fingering – picking, pinching, typing, working with fingers rather than hand.		Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	
Grasping – applying pressure to object with fingers, palm.	<u>X</u>	Talking 1 – expressing ideas by spoken word.	<u>X</u>
Handling – picking, holding, or working with whole hand.	<u>X</u>	Talking 2 – shouting to be heard above ambient noise.	
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	<u>X</u>	Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	<u>X</u>
Hearing 2 – receive detailed information, make discrimination in sound.	<u>X</u>	Visual Acuity 2 – color, depth perception, field of vision.	<u>X</u>
Kneeling – bending legs at knee to come to rest at knees.		Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.	<u>X</u>	Visual Acuity 4 – operate motor vehicles/heavy equipment.	
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	<u>X</u>	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling – use upper extremities to exert force, haul or tug.	<u>X</u>	Walking – on foot to accomplish tasks, long distances, or site to site.	<u>X</u>

TYPE OF WORK

Work performed is primarily:

- Sedentary work*: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work*: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work*: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work*: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very heavy work*: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

WORK ENVIRONMENT

May be required to work hours other than the regular schedule including nights, weekends, and holidays.

This position requires regular and reliable attendance and the employee's physical presence at the workplace.

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in a job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in a job description.

St. Petersburg College has the right to revise a classification or job description at any time. This description does not represent in any way a contract of employment.