



Job Classification Description

ACADEMIC DEAN  
NON-BARGAINING UNIT

GRADE  
EXEMPT

FUNCTION

Participate in overseeing, planning, implementing and managing functions in the Academic Dean's Office.

CHARACTERISTICS AND RESPONSIBILITIES

- Review and make recommendations about current policies and procedures.
- Oversee all administrative operations in the Academic Dean's Office.

**PERFORMANCE**

Full supervision of 4 – 6 administrative assistants.

**PERFORMANCE**

General supervision is received from the Academic Dean.

**MINIMUM QUALIFICATION**

Master's degree in appropriate field plus 3 – 5 years administrative and supervisory experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Knowledge of higher education and administration practices.
- Excellent written and oral communication skills.
- Excellent analytical skills and organizational skills.
- Ability to deal effectively with a wide range of individuals and groups inside and outside the VSC.

This general description describes the type of, or, which characterizes the position. It is not an encompassing statement of the specific duties, responsibilities and functions of individual positions assigned to the position.