



**Job Classification Description**

**Assistant to the Academic Dean and Dean of Education/CSC**  
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- **Perform and oversee functions related to adjunct faculty, including, but not limited to: coordinate searches; prepare contract information; prepare orientation materials, create and maintain the adjunct faculty data base in order to track seniority, determine pay grade, determine unit eligibility, to determine years of service and maintain other significant information.**
- **Manage the departmental budget. Monitor expenditures and process budget documents.**
- **Oversee final exam scheduling.**
- **Assist the Dean with writing assignments related to Academic Affairs; represent the Dean at meetings or with committee assignments, including the Department Chair meetings; maintain appointment calendars, prepare correspondence, carry out research assignments and, respond to regular and unusual situations that occur within th**

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- **Serve as liaison with students, faculty, staff, parents, Trustees, alumni, vendors and/or other key internal and/or external department constituency: present information on department programs; explain, interpret and enforce standard policies and procedures; process special requests; discuss, investigate and resolve problems, referring to supervisor and advising on appropriate action to be taken as necessary.**
- **Provide assistance to College President in assistant's absence. Oversee coordination and coverage of President's and Academic Dean's offices with President's assistant.**
- **Train and supervise the daily activities of several work-study students.**
- **Perform related duties as assigned.**

**SUPERVISION RECEIVED**

**Minimal supervision is received from the Academic Dean.**

**MINIMUM QUALIFICATIONS**

**Bachelors degree in an appropriate discipline plus four to six years of relevant administrative experience, or a combination of education and**