



Issued: August 2025

## ATHENS STATE UNIVERSITY JOB DESCRIPTION

**Position Title:** Assistant Dean

**Supervisor's Title:** Dean

**FLSA Status:** Exempt

### JOB SUMMARY:

Senior-level position responsible for strategic leadership, oversight, direction, and support in implementing strategic initiatives and processes; reporting directly to the Dean. May function for the Dean in his/her absence, as required. Responsible for administrative and fiscal operations at the College. May assist with budgeting processes and human resources functions. Advise the Dean on College objectives and priorities. This is a faculty position with administrative duties with the expectation that it will be a 3-year term with annual performance reviews. The Assistant Dean will teach two courses per year (3- or 4-credit hour each) and must teach one in the fall and one in the spring. They will perform administrative duties in lieu of FT teaching load in the summer.

### ESSENTIAL FUNCTIONS:

- Support the Dean in developing and implementing strategic initiatives and policies;
- Support the Dean on a consultative and supportive basis on issues related to fiscal management, program development, curriculum, and administrative direction;
- Develop and recommend policies and coordinate the development, implementation, and interpretation of operating procedures;
- May direct budgeting processes, human resources functions, and facilities operations;
- Oversee enrollment management strategies within each Division;
- Coordinate events, workshops, and professional development opportunities for faculty;
- Assist with faculty recruitment, evaluation, and professional development;
- Serve as liaison between Divisions and the Dean;
- Manage special projects related to curriculum, assessment, and accreditation and serve as the College-level assessment coordinator;
- May recommend operating budgetary needs for assigned areas of responsibility;
- May function for the Dean in his/her absence, as required;
- May serve on University committees; and
- Perform other duties as assigned.

### REQUIRED EDUCATION, EXPERIENCE, STANDARDS, AND TRAINING:



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- Terminal degree as appropriate in the Assistant Dean's field of study.
- Must hold a tenure-track or position with tenure.

**REQUIRED LICENSE, CERTIFICATION, OR SPECIAL CREDENTIALS:**

None

**OTHER QUALIFICATIONS AND JOB REQUIREMENTS:**

**Preferred:**

- Experience providing high-level oversight as needed.
- Experience training and developing strong-performing teams (e.g., cross-training, professional development, transition planning, skill development).
- Experience applying state and federal guidelines that inform public university operations and compliance.
- Experience with shared governance structures.
- Senior-level administrative experience overseeing a large complex organization.
- Be faculty from within the College for which they are applying.
- Hold rank of Associate or Full Professor.

**WORK CONDITIONS:**

- Ability to remain in a stationary position such as sitting and/or standing for prolonged periods of time
- Ability to spend time in low postures such as crouching, kneeling, or stooping for tasks such as filing
- Ability to move about to accomplish tasks or move from one worksite to another
- Ability to adjust or move objects up to 50 pounds
- Ability to frequently communicate information and ideas
- Frequently performs tasks that require repeating motions of the wrists, hands and/or fingers such as operating a computer and other office productivity machinery
- Occasionally operates a motor vehicle
- Frequently tasked with using near vision for the use of the computer and reading small print



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**Reviewed by:**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_