

	Prior 7/1/2004	After 7/1/2004
Class Code:	N/A	9426
Title:	N/A	Assistant Dean
Pay Grade:	N/A	N/A
Pay Band:	N/A	Administrative/Managerial
FLSA:	N/A	Exempt

UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

Title: Assistant Dean

Job Summary:

This is work developing and directing one or more Student Affairs programs. May function for the Dean or Associate Dean in his/her absence, as required. Responsible to a Dean or Associate Dean.

Example description of duties (not all inclusive):

Develops and recommends policies relating to the department.

Coordinates the development, implementation, and interpretation of operating procedures.

Assists in insuring that the goals and objectives for the department, UWF and/or Board of Trustees are communicated and achieved.

Performs liaison activities among functional area(s) and other departments.

Serves on UWF and/or Board of Trustees Florida Division of College and University Comm. or University Comm., as required.

Coordinates the completion of studies and the preparation of reports.

Recommends operating budgetary needs for assigned areas of responsibility.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

Minimum Qualification Requirements:

Master's degree in an appropriate area of specialization and two years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and four years of appropriate experience.