Position title: Assistant to the Dean

Summary of the position: The Assistant to the Dean will assist the Dean of the College of Theology, Arts & Sciences by managing CTAS administrative duties including budgeting, staffing, scheduling CTAS classes, coordinating CTAS meetings and providing administrative support for assigned departments and/or programs.

Staff relationships:
- Reports to: CTAS Dean
- Performance assessed by: CTAS Dean
- Supervises and assesses: Student workers (as assigned)
- Hired/appointed by: CTAS Dean

Exempt/non-exempt? Exempt

ESSENTIAL RESPONSIBILITIES:
The individual serving in this position will support the educational program of the College of Theology, Arts & Sciences by:
1. Assisting the Dean with the daily operations of the college.
2. Assisting the Dean with tracking retention and seeking to promote all CTAS majors and programs.
3. Managing the budget process for CTAS, including tracking monthly expenditures, processing check requests and payment of invoices and reconciliation of departmental and college accounts.
4. Developing the class schedule, in consultation with the Dean and CTAS department chairs and faculty.
5. Coordinating the hiring process for part time teaching positions including advertising positions, processing employment documents and appropriate orientation to CTAS operating policies and procedures.
6. Providing the Office of the Provost with timely information related to teaching load (weight load) for instructors.
7. Managing the collection of syllabi in cooperation with the Office of the Provost.
8. Monitoring the admission process to CTAS majors and programs in accordance with faculty policies.
9. Developing and managing appropriate orientation experiences for CTAS students.
10. Monitoring the senior project/thesis process for prospective CTAS graduates.
11. Managing the administrative duties associated with the Psychology Department –
   a. Providing contact/advising support for the psychology graduate program.
   b. Alumni tracking for the graduate program.
   c. Tracking students through ATM, practicum, internship and the thesis process.
   d. Develop and conduct pipeline/interest meetings for freshmen and sophomore students.
   e. Availability to proctor examinations as time permits.
12. Supporting the CTAS advising process in cooperation with central advising for assigned departments and/or programs.
13. Coordinating and supporting the assessment process for assigned academic departments and/or programs.
14. Hiring and supervising student workers (as assigned).
15. Other tasks as assigned by the Dean.

MINIMUM REQUIREMENTS/QUALIFICATIONS:
1. Bachelor’s degree required.
2. Demonstrated effective skill in working with students, especially related to student advising.
4. Demonstrated good verbal and written communication skills.
5. Demonstrated good organizational and management skills.
6. Ability to work independently and as a team member.

The Assistant to the Dean will meet the entirety of critical and physical skills for this position.

Critical skills for this position:

- Microsoft Excel
- Microsoft Powerpoint
- Microsoft Word
- Microsoft Outlook
- Graphic Design
- Remote Network Access
- Web Mail
- Network Drives

- Microsoft Access Database
- Administrative software (Banner)
- Web Design
- Desktop Publishing
- Banner
- Blackboard
- Possess a valid driver’s license
- Ability to drive a vehicle

Physical demands of the position:

- Repetitive motions sitting at keyboard
- Rising and sitting repeatedly
- Climbing stairs
- Walking indoors or outdoors
- Ability to lift 20 pounds
- Ability to lift, pull, grasp, stoop and reach within an office environment
- Ability to sit for extended periods of time
- Ability to speak and hear
Assessment schedule: annually

Attitude and demeanor of all Concordia University employees:
As part of a work environment that highly values Christian education, educational excellence and service to students, the Director of the Undergraduate Program will:

1. Publicly support the mission of Concordia University.
2. Communicate effectively with warmth, sensitivity and understanding as s/he deals with administrative colleagues, faculty, students, parents, college personnel and program associates.
3. Work as a team member in a professional environment.
4. Possess a “service attitude” (willingness to be flexible to meet the needs of the department).
5. Have a professional physical appearance (appropriate clothing, personal hygiene, etc.).

Job description last updated:
David Kluth, February 16, 2016