

Assistant Dean of Mathematics [ID: 5304] [PeopleSoft ID: 11003, 11004]

Not Accepting Applications

Current employees only

In Review - Not Accepting Applications



Posted: Apr 20, 2023

Compensation: \$87,351.91-\$109,189.89

In Review: Apr 29, 2023

Openings: 2

PeopleSoft ID: 11003, 11004

Formal review of applications begins: **Apr 28, 2023**

Department: Mathematics

Location: TBD

Key Position Information: **Full-Time Collegiate faculty experience in mathematics and/or Collegiate faculty management experience in mathematics preferred.**

Position Summary: The **Assistant Dean of Mathematics** provides support to the Dean of Mathematics with regard to leadership and administrative oversight for the Mathematics Department and other management tasks as assigned.

Responsibilities

a. Administrative duties to include but not limited to:

- Assist Dean in the planning, implementation, and evaluation of courses and programs.
- Analyze departmental, institutional, state and national data and interpret the significance of such data for the administration and faculty.
- Assist Dean with the development of course schedules and faculty teaching assignments.
- Assist Dean in the preparation and management of the budget for division.
- Assist Dean and campus Provosts with management of campus equipment/materials and resources.
- Perform related duties required for the administration and management of the academic program(s) as required or assigned by Dean, VP and/or President (includes functions which may vary from one program to another such as internal and/or external committees, etc. other functions determined necessary for successful management of the program).
- Assist Dean in administering the attendance management system, which includes analysis of the PeopleSoft attendance reports for compliance with the college attendance and withdrawal policy for students and other data elements as needed.
- Recruit, orient, supervise, assess and evaluate activities of faculty.
- Assist Dean with Accreditation, program approval, and affiliation agreements.
- Provide oversight for internships, apprenticeships and co-operative work placements.

b. Student Success responsibilities to include but not limited to:

- Consult with Dean, other Assistant Dean, and Faculty in matters pertaining to academic performance and other issues related to students enrolled in mathematics courses.
- Assist the Dean in supervision, recruitment, admissions, evaluation, and progression of students.
- Assist in the resolution of student problems related to academic complaints, appeals, etc.

c. Other duties as assigned

This is the second of six levels in the Academic Management series. The classification is responsible for directing the activities of an assigned academic related department or program. Incumbents will develop strategies to accomplish goals, implement policies and procedures, and develop and monitor an assigned budget. Incumbents may need to perform professional level work within assignment and will supervise employees or student workers. This classification is different from previous class in the scope of responsibility.

The classification is responsible for directing the activities of an assigned academic related department or program. Incumbents will develop strategies to accomplish goals, implement policies and procedures, and develop and monitor an assigned budget. Incumbents may need to perform professional level work within assignment and will supervise employees or student workers. This classification is different from previous class in the scope of responsibility.

Requirements: Education:

Master's degree with 18 graduate credits in Mathematics required.

Experience:

- Experience as full-time faculty member is preferred.
- Faculty management experience is preferred.
- Experience in curriculum development and teaching required.
- Experience in budget preparation and monitoring desirable.

*** *An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be acceptable in lieu of those requirements listed above.***

Knowledge:

- Managerial principles and practices;
- Academic program requirements;
- Customer service principles;
- Program coordination principles, practices, and techniques;
- Program planning principles;
- Troubleshooting and solving complex program issues;
- Budgeting principles;
- Research methods;
- Applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes;
- Presentation principles and practices;
- Diverse populations and cultures;
- Computers and related software applications.

Skills:

- Managing and evaluating the work of lower level staff;
- Prioritizing and assigning work;
- Providing customer service;
- Managing and administering program budgets;
- Interpreting academic program requirements;
- Maintaining confidentiality;
- Planning, coordinating, and implementing program components and activities;
- Researching, analyzing, and applying relevant information to the development of departmental processes and programs;
- Ensuring compliance with applicable internal and/or external program requirements;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Physical:

- Positions in this class typically require: reaching, standing, walking, grasping, feeling, talking, hearing, seeing and repetitive motions.
- Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

License:

None.

Responsibilities:

These duties are a representative sample; position assignments may vary.	Potential Frequency
1. Directs staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.	Daily 25%
2. Prepares and administers a budget which includes grant budgets; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures.	Daily 10%
3. Provides oversight and directs the implementation of activities and operations for an assigned academic department or program, which includes: planning, coordinating, administering, and evaluating programs, projects, student retention, strategic planning, processes, procedures, systems, standards, and/or service offerings; implementing overall policy changes; ensuring compliance with Federal, State, and Local laws, regulations, codes, and/or standards; and coordinating and integrating activities between multiple service areas.	Daily 40%
4. Prepares, reviews, and interprets a variety of applications, agreements, forms, records, needs assessments, business correspondence, and reports; makes recommendations based on findings.	Daily 25%
5. Performs other duties of a similar nature or level.	As Required