

**Position:** Assistant Academic Dean

**Department:** Academic Affairs

**Reports to:** Provost

**Job Summary:** Assists the Provost with the conception and supervision of the academic program. Works directly with students, faculty and department chairs as well as other administrators, both inside and outside of the College, to facilitate registration, retention, program development and assessment efforts at the College. Assists in the development and implementation of new initiatives and programs as directed.

**Duties and Responsibilities:**

- Assists in the development of goals for the division of Academic Affairs, including the goals of its constituent academic departments.
- Assumes a lead role in the development of transfer and articulation agreements, bridge programs and Veterans programs.
- Serves as the Provost's representative on the College's Honors Program Council.
- Assists students and faculty regarding academic advisement matters.
- Authorizes course withdrawals, waivers and substitution for degree requirements.
- Authorizes academic dismissals and acts as a liaison with the Admissions Office concerning the readmission of former students.
- Reviews and approves applications for permission to register for courses off-campus.
- Reviews and evaluates credentials submitted for a variety of programs, including, but not limited to Veteran's credit, CLEP examination credit, NYU foreign language exam credit and advanced placement credit.
- Directs the experiential learning program; assists students in the preparation, distribution, review and evaluation of portfolios; authorizes the recording of credits granted.
- Assists in the faculty evaluation process including appointments, reappointments and promotions in accordance with the College's Faculty Statutes and adjunct faculty collective bargaining agreement.
- Acts as a liaison with the Department Chairpersons and the Office of Human Resources concerning adjunct faculty hiring.
- Assists the Provost in the supervision and oversight of the Department Chairpersons.
- Assists the Provost in the supervision of the Provost's office staff.
- Assists in the miscellaneous daily operational activities of the division of Academic Affairs, including, but not limited to, meeting with students and faculty, resolving problems, processing faculty payrolls, and completing questionnaires and surveys.
- All other duties as assigned by the Provost.

**Qualifications:**

- An earned doctorate in a discipline represented among the College's course offerings.
- College teaching experience.
- Supervisory experience.
- Experience with academic advisement and assessment.
- Proficiency with learning management software/courseware and related technologies.
- Ability to work with a diverse faculty and student body in a collegial environment.
- Superior interpersonal, communication, collaboration and problem solving skills.

Interested applicants can apply by clicking [here](#)