# Associate Dean of Academic Affairs – Position Description

## Position Purpose

Responsible for advising the Dean on matters associated with academic affairs. Assess academic policies and recommends improvements. Prepares position papers on critical matters.

## Duties and Responsibilities

* Management of communication efforts on behalf of the Dean. Drafts and reviews internal and external communications on behalf of the Dean. Supervision of Dean's Office Director of Communications.
* Management and oversight of departmental reviews and endowed chair reviews for the College of Medicine.
* Staffs special and standing committees of College senior leadership team. Prepares reports for Dean relating to these meetings.
* Researches complex academic issues. Drafts and reviews position papers and policies. Advises Dean on critical issues.
* Acts as the Dean's liaison to University and College leaders, other medical schools and national associations. Attends high level College, University and other meetings as Dean's designee. Prepares reports for Dean relating to these meetings.
* Management and oversight of HR Center of Expertise and IT Center of Expertise for the College of Medicine.

## Knowledge, Skills and Abilities

## The successful candidate will have demonstrated ability to draft and edit complex documents, sometimes under tight deadlines; strong research and analytic abilities; strong communication skills; ability to research, digest, and analyze complex information; ability to communicate and work effectively and diplomatically with a wide range of people including faculty, students, staff, and university officials; experience in and knowledge of higher education, in particular university policy, management, and administrative practices; ability to handle sensitive and confidential information; and the demonstrated ability to work collegially and collaboratively.

## Position Requirements

Education: Master’s degree

Experience: 5+ years of relevant experience

FLSA: Exempt