

**DEAN ASSISTANT
TITLE DEFINITION**

II. DEFINITION

DEAN ASSISTANT

Positions in this title definition provide the primary administrative support to an academic Dean at a comprehensive campus. Positions are responsible for screening and evaluating correspondence and reports; bringing important and urgent matters to the attention of the academic Dean; providing information selectively to University administrators, faculty, staff, students and the public regarding matters of a sensitive or confidential nature; preparing special reports concerning faculty appointments, performance evaluations, and merit increases; maintaining appointment calendars, arranging travel reservations, and completing vouchers for an academic Dean, faculty members, and other administrative staff; scheduling and finalizing arrangements for committee meetings including preparing agendas, scheduling meeting space and compiling informational material; preparing and maintaining databases and spreadsheets; initiating correspondence requiring interpretation of policies and procedures; collecting and compiling confidential data and organizing file documentation for faculty reviews, performance evaluations, promotions, salaries, and merit increases; taking and transcribing committee meeting minutes; responding interpretatively to inquiries from faculty, students, administrators, and the public concerning departmental and university administrative policies and procedures; and maintaining faculty personnel files. Positions may also be responsible for preparing and maintaining the departmental budget including researching, analyzing, compiling and providing routine projections relative to the budget. Positions may coordinate the election and appointment of department chairs and faculty.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.