



## POSITION DESCRIPTION

### Associate Dean of Academic Affairs

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**Position** ..... Associate Dean of Academic Affairs  
**Department/Site** ..... Academic Affairs  
**FLSA** ..... Exempt  
**Evaluated by** ..... Dean of Academic Affairs  
**Salary Range** ..... M-65

#### **General Description**

Under the direction of a division Dean of Academic Affairs, the Associate Dean provides administrative supervision, assistance, and oversight for various instructional programs, projects, and related planning and budget processes. The Associate Dean serves on college committees that inform and advise related programs and curriculum. In alignment with the college mission, strategic plan, and the needs of a diverse community of learners; the Associate Dean leads integrated programming initiatives and fosters a data-informed and student-centered approach to learning by actively supporting the implementation of a variety of instructional methods.

This is a 12-month academic management position.

#### **Essential Duties and Responsibilities**

- Assists the division Dean with leading the division/area programs.
- Works directly with diverse faculty and staff to support the efforts of the Dean in the development and maintenance of programs, curriculum and schedules.
- Manages assigned projects, programs, and activities.
- Interacts with area students, faculty, staff, and industry advisory councils and/or groups.
- Represents the Dean in their absence at college meetings, committees, and other official functions.
- Addresses student petitions, complaints and requests in accordance with Citrus College policies.
- Assists the Dean with supervising and evaluating area faculty and staff.
- Guides the implementation of projects and programs, building upon existing collaborative resources, leadership, business, and industry.
- Recommends and participates in the development of policies and procedures related to academic programs, and implements, evaluates, augments, and responds to outreach and other programs and services designed for underserved and special student populations.
- Manages assigned budgets; manages and oversees the submission of monthly, quarterly and annual budgets and project progress reports.
- Organizes and participates in committees for hiring faculty and staff and ensuring compliance with District personnel policies, procedures, and practices.
- Works cooperatively with other administrators and supervisors to coordinate academic programs and services to meet student needs; and resolve conflicts and issues within the division and between divisions.
- Performs assigned program management responsibilities.
- Assists with developing long-range plans, goals, and objectives.
- Works with faculty and staff to meet the District's strategic plan performance outcomes and program review goals.
- Performs other duties as assigned that support the overall objective of the position and the District's mission and philosophy.

**Minimum Qualifications**

- Requires a master's degree or the equivalent.
- One (1) year of formal training or leadership experience reasonably related to this management assignment.
- Evidence of ability to communicate effectively, in English, with a diverse population both orally and in writing.
- Evidence of ability to work effectively as a member of the administration team.
- Evidence of experience and training in the utilization of technology in administrative practice.
- Evidence of experience supervising a complex academic program responsible for implementation of state and federal regulations.
- Demonstrates sensitivity to, understanding of, and ability to work with the diverse academic, socioeconomic, ethnic, religious, disability, gender, gender identity, sexual orientation, and cultural backgrounds of community college students, faculty, and staff; and successfully fosters and supports an inclusive educational and work environment.