

JOB TITLE: ASSOCIATE DEAN OF CONTINUING EDUCATION

JOB FAMILY: STUDENT SERVICES

BAND: I

FLSA: EXEMPT

JOB CODE: 10059

MAIN FUNCTION:

Chief administrator to Dean. Provide leadership and administer operational aspects of academic division. Provide long term and strategic planning for dean.

ESSENTIAL DUTIES & RESPONSIBILITIES :

Develop new, imaginative, innovative solutions, services and programs for department.

Handle highly sensitive situations and confidential information.

Sustain frequent contact with students and faculty on matters of a highly sensitive or a personal nature.

Administer any investigations to provide a just and fair disposition to all concerned parties.

Represent division on university committees and to external organizations.

Make policy decisions and decisions on students that affect social lives, academic studies, health and well- being.

Make decisions with financial consequences for participating colleges and schools.

Work with and supervise department heads and faculty members.

Determine structure of academic programs.

Develop and provide information and instruction on University policies and procedures.

JOB PROFILE :

MINIMUM EDUCATION/ EXPERIENCE : Ph.D., Ed.D., J.D., L.L.M. or L.L.B. and 7 to 10 years relevant experience or equivalent combination.

IMPACT: Accountable for activities which have a significant impact on operations, resources or the University's reputation.

CONTACTS INSIDE THE UNIVERSITY: Contacts are throughout the University and involve coordinating major activities that may involve sensitive situations.

CONTACTS OUTSIDE THE UNIVERSITY: Contacts involve developing and making presentations and negotiating with others.

CONTACTS WITH STUDENTS: Occasional contact dealing with matters of a highly sensitive or personal nature (e.g., personal counseling such as academic, financial, medical or psychological), or assisting in providing academic instruction.

SUPERVISION GIVEN: Responsible for providing supervisory direction to other managers.

COMPLEXITY: Occasionally required to develop new, imaginative or innovative solutions, services, products, processes or programs. Duties generally involve many diverse and unrelated processes and methods. Work requires sophisticated reasoning skills.

LEVEL OF DECISION MAKING : Responsible for making decisions concerning policy-setting, research, planning or students.

EFFECT OF DECISION MAKING: Decisions directly affect an entire college or school administrative unit, or have a critical effect on students or employees.

FREEDOM OF ACTION: Little direct supervision of activities, with considerable latitude for exercising judgment and self-direction.

WORKING CONDITIONS: Normal working conditions, including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required.

A position that is classified into this title and band must meet the Cornell requirements for exemption under the FLSA