

	Prior 7/1/2004	After 7/1/2004
Class Code:	N/A	9425
Title:	N/A	Associate Dean
Pay Grade:	N/A	N/A
Pay Band:	N/A	Administrative/Managerial
FLSA:	N/A	Exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

**Title: Associate Dean**

**Job Summary:**

This is work developing and directing one or more Student Affairs programs. May function for the Dean in his/her absence, as required. Responsible to a Dean or above.

**Example description of duties (not all inclusive):**

Performs liaison activities among functional area(s) and other departments.

Serves on UWF and/or Board of Trustees Florida Division of College and University Comm. or University Comm., as required.

Responsible for assisting in the operational management, leadership, and policy direction for multiple student life, programs, and activities.

Provides coordination, guidance and process management for departments involved in services and programs delivered to students, parents and families.

Serves in the absence of the Dean of Students.

Consults with student groups, alumni, parents, and other advocacy groups to provide for the personal and academic needs of the student population.

Assists in developing partnerships throughout the University in order to attain departmental goals and objectives.

Conducts research as appropriate for projects or initiatives within Student Affairs.

Coordinates the completion of studies and the preparation of reports.

Recommends operating budgetary needs for assigned areas of responsibility.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

**Minimum Qualification Requirements:**

Master's degree in an appropriate area of specialization and four years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and six years of appropriate experience.