Executive Assistant to the Dean  
College of Liberal Arts and Sciences

DUTIES AND RESPONSIBILITIES

1. Serve as the primary resource and confidant to the Dean and a primary contact person for the rest of the Dean’s Office and executive officers on matters of interpretation of policy and procedures, sensitive and confidential issues, and LAS documents.

2. Work closely with the Dean on the facilitation of staff development and evaluation processes. Oversee follow-up and serve as a primary resource regarding guidelines, format, and interpretation of policy for annual LAS procedures such as promotion and tenure, sabbaticals, conflicts of interests, academic integrity, third-year reviews, and faculty hiring.

3. Advises the Dean on office and department activities and serve as the primary contact for departments needing to work with the Dean. Manage the day-to-day workflow of the Dean (managing the Dean’s calendar, monitoring incoming mail, keeping the Dean apprised of daily messages and events).

4. Manage communications and outreach made to the Dean’s Office, including the research, application of historical and/or past practice information, and development of appropriate responses for a wide range of constituents on matters of significance. Identify, prioritize, and synthesize relevant communications, information, and developments of significance which affect the Dean and college leadership; advise Dean as appropriate. Identify and evaluate pertinent communications issues, and using discretion and judgement develop and execute strategies for addressing them.

5. Work closely with the Dean, associate deans, department heads, and college units to identify and advance strategic priorities, including providing leadership for special projects and programs on behalf of the Dean. Research, conduct analyses, prepare reports, and advise LAS leadership relative to current issues and projects using a variety of university, state, and national resources. Independently initiate high-level contacts of a sensitive nature regarding routine & non-routine issues internally and externally requiring a high degree of discretion, diplomacy, and time sensitivity.

6. Provide a high level of expertise and operational leadership in the Office of the Dean to help determine and accomplish the organization's goals and objectives effectively.

7. Supervise office staff including the hiring, management, evaluation, and advancement of office personnel. Counsel staff on matters of significance related to policy, rules and procedures involving significant discretion and judgement. Provide guidance and interpretation regarding the administration of other guiding principles and governance structures as they relate to the college and campus.


9. Coordinate the process of LAS executive committee review of promotion and tenure decisions for new and existing members of the faculty.
10. Work closely with the associate deans and directors to advise and set priorities for the presence of Dean’s Office members at internally and externally focused events and meetings; direct the planning and scheduling of travel, events, and appointments.

11. Attend cabinet meetings with the Dean and his/her academic staff. Participate in decision-making groups and implementation of policy and oversee the follow-up for all items discussed. Draw on information or suggest items for the agenda based on judgment and prepare agenda in consultation with the Dean.

12. Coordinate the academic program review process for the college (five reviews each year by external review teams). Includes working with external reviewers (coordinating itinerary and travel planning), working with the Office of the Provost to ensure compliance with campus policy, and working with the unit that is undergoing the review.

13. Coordinate multiple activities for LAS, including but not limited to the scheduling of college activities for the annual academic planning calendar, the college’s annual new executive officer orientation, and the organization of the annual reception of new faculty and those promoted in the previous year.

14. Organize the annual appointment process for department executive officers and coordinate the Dean’s searches for new executive officers.

15. Manage the appointment of faculty members to named honorific titles (e.g., chairs, professors, and scholars).

16. Other duties as assigned that further the mission of the Dean’s Office.