

HOWARD UNIVERSITY
Position Description

POSITION TITLE:	Assistant Dean	SALARY GRADE:	HU-15
DATE REVISED:	December 1, 2014	EEO CODE:	01
JOB CODE:	1004	FLSA STATUS:	Exempt
BARGAINING UNIT:	N/A		

DEPARTMENT:	POSITION NO:
REPORTS TO:	GRANT: <input type="checkbox"/> No <input type="checkbox"/> Yes

BASIC FUNCTION: The Assistant Dean collaborates with the department and University administrative leadership in planning, facilities management, finance, and human resources. The Assistant Dean manages the processes through which resources are analyzed and allocated within the department's programs in education and research. This position leads and directs the department's offices responsible for finance and operations.

SUPERVISORY ACCOUNTABILITY: Responsible for making recommendations within a department in the areas of compensation, staff selection, disciplinary actions, complaints, staff performance appraisal and similar supervisory duties. Plans, assigns, and evaluates the work of subordinates for effective operation and results of the unit.

NATURE AND SCOPE: Internal contacts include executives, administrators, facility, students and staff of the department and the university at large. External contacts include consultants, representatives from other colleges and universities, visitors and the general public.

PRINCIPAL ACCOUNTABILITIES:

- Develops operating and capital budgets for the department.
- Proactively supports initiatives that result in increased sources and volume of revenue streams.
- Analyzes potential resources and management needs for continued and proposed new initiatives and relationships and develops financial and management models as necessary to study and to successfully implement approved initiatives.
- Working closely with the direct reports, the Assistant Dean ensures that programs and services are aligned with department and University goals.
- Provides coaching and feedback to ensure effective development performance of the administrative group reporting to this office.
- Coordinates the department's interests in the construction of new buildings and renovations of existing space to ensure that facilities meet the needs for teaching and research.

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Complies with safety/regulatory requirements, provide adequate security and environmental concerns, and operate in an efficient and cost effective manner.

Serves as the department's liaison to University offices which provide maintenance and management of the College of Medicine buildings and grounds including security.

Serves as a member of the department's leadership team and of various administrative, academic and external committees.

Contributes to the development of policies, practices, programs and initiatives that strengthen the department's research and education activities.

Coordinates and executes initiatives which lead to organizational changes for the senior administrative leadership of the department and organizational changes for the leadership in the academic departments (including support for academic leadership searches).

Provides an effective department communication strategy and web presence that portrays a positive image to the external community.

May perform other duties as assigned.

CORE COMPETENCIES: Demonstrates knowledge and understanding of the principles, processes and requirements of planning, budgeting, financial planning and analysis for an organization of similar size and complexity of funding streams.

Successful experience in planning and managing capital projects including the coordination of construction activities with University personnel, construction manager architects and external consultants.

Proven ability to facilitate and reach consensus in committee structure with senior administration and with peers both internally and externally.

Demonstrated leadership ability with a proven record of success in communicating to and working with all levels of a rapidly changing organization.

MINIMUM REQUIREMENTS: Master's degree and 10-12 or more years of relevant experience. 15 years of related work experience may be substituted in lieu of educational qualifications.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

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SIGNATURES REQUIRED:

SIGNED BY: _____
Department Manager/Supervisor

DATE: _____

CERTIFIED BY: _____
Department of Compensation & Performance Management

DATE: _____

