



**CLINTON**  
COLLEGE | EST. 1894

**POSITION DESCRIPTION**

**Associate Dean for Academic Services**

**DEPARTMENT:** Academic

**REPORTS TO:** Vice President for Academic Services/Academic Dean

**FUNCTION:** The Associate Dean for Academic Services is a 12-month position that reports to the Vice President for Academic Services. The Associate Dean of Academic Services is part of the leadership team for academic services and provides support to the Vice President of Academic Services in the operation of academic services. Areas of responsibility include community outreach, partnership development, supervision, and management of off-site and special programs. This position is responsible for providing the college with day-to-day leadership, administration, planning and oversight of the Academic Success Center including:

- Academic Advising
- Academic Program Management
- Assessment of Academic services and programs
- Community Outreach
- Partnership Development

**MAJOR DUTIES/RESPONSIBILITIES:**

- Assist in all matters concerning the professional development of faculty and/or their recruitment and evaluation.
- Advise and assist in the planning and development of the college or school.
- Assist the Vice President of Academic Services in liaison with department chairs and program coordinators, and schedule/coordinate meetings with them as well as faculty in general.
- Assist in developing and improving school/college policies, procedures, rules and regulations, and act as administrative coordinator for same with faculty.
- Assist with student scholarship or honors programs.
- Coordinate the work of the Dean's office personnel as related to school/college policy and faculty concerns.
- Represent the Vice President of Academic Services on various campus committees and outside organizations.

- Act as resource person for students and parents and provide counsel in problem areas.
- Conduct special studies and be responsible for special programs or projects as assigned.
- Act for the Academic Dean in his/her absence.
- Perform related duties as assigned.

**SUPERVISION:**

The Associate Dean of Academic Services is supervised by the Vice President of Academic Services and supervises professional and support staff.

**MINIMUM EDUCATION AND EXPERIENCE:**

- Doctoral degree in higher education is preferred.
- Master's Degree in Higher Education required
- A minimum of two years higher education leadership experience, preferably at a liberal arts college.

**MINIMUM QUALIFICATIONS/SKILLS:**

- Knowledge of higher education.
- Experience in the development and implementation of new programs and workshops and/or teaching experience.
- Experience in supervision.
- Experience working with students.
- Experience with student recruitment activities.
- Excellent communication skills both oral and written.
- An understanding of the mission and role of a Christian liberal arts college.
- Ability to stimulate motivation, confidence, and enthusiasm in students and staff.
- Ability to initiate and direct grant activities relating to the individual program area.

**Salary Range: \$60,000-\$65,000**

To apply, please submit resume to [humanresources@clintoncollege.edu](mailto:humanresources@clintoncollege.edu)