

## **Assistant Academic Dean**

\*Minimum Requirements: Bachelor's degree and 2 years of teaching or editing experience

The assistant academic dean primarily works with the academic dean on day-to-day administration of the academic program at the site. The assistant academic dean is also responsible for the collection and editing of student evaluations as well as large segments of instructional assistants' orientation and ongoing training. Additional duties include supporting other administrators as needed, running errands, word processing, photocopying, scheduling computer labs and AV equipment, making arrangements for field trips, and other clerical tasks. At residential sites, the assistant academic dean's work hours are primarily during class times and in the late afternoons and evenings of class days, including the evening study periods.

## **Sample Daily Schedule**

Core work hours for day site positions are Monday-Friday 8 a.m.-4:30 p.m., but these may vary depending on the specific site schedule. All staff members are required to work student check-in day on the weekend immediately prior to the start of each session.

Administrative roles may be required to work the Saturday at the end of the session, as needed. At day sites that operate two sessions, administrators will be required to work the weekend between the two sessions, as needed.

### **Morning**

- Talk to students and staff before class begins
- Assist with arrival
- Complete student evaluations and other paperwork
- Organize logistics around as field trips, science supplies, and computers

### **Afternoon**

- Help monitor lunch
- Visit classes for informal observations
- Coach and be available to the program assistants (TAs) and instructors, as needed
- Attend a weekly instructor meeting
- Continue to work on paperwork
- Assist with student departure