

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. Typically, assistant academic deans are free of duty from the end of class on Friday until Sunday's evening class session, though they are expected to work opening, intersession, and closing weekends.

Sample Daily Schedule

Here's what a day in the life of an Assistant Academic Dean looks like. Exact schedules will vary from site to site.

Morning

- Attend breakfast and talk to students and staff before class begins
- Complete student evaluations and other paperwork
- Organize logistics around as field trips, science supplies, and computers

Afternoon

- Have lunch and take an afternoon break
- Visit classes for informal observations
- Coach and be available to the teaching assistants (TAs) and instructors, as needed
- Attend a weekly instructor meeting

Evening

- Check in on study hall from 7-9 p.m. (at sites for grades 7+)
- Coach and be available to TAs
- Continue to work on paperwork and logistics

Weekends

- Assistant Academic Deans are off from Friday afternoon until Sunday evening study hall except for the first weekend of each session