

**2023 JOB RESPONSIBILITIES CENTER  
FOR TALENTED YOUTH  
ASSISTANT ACADEMIC DEAN**

All staff members are expected to adhere to the *CTY Standards of Employee Conduct*; to contribute positively to the site's living and learning community; to ensure students' physical and emotional safety; to uphold the [CTY Student Code of Conduct](#) and enforce site rules; and to perform reasonable job duties, even if not part of the job description, as assigned by their supervisors.

The assistant academic dean primarily works under the supervision of the academic dean to manage the day-to-day administration of the academic program at the site. The assistant academic dean is also responsible for overseeing the student evaluation process. Additional duties include overseeing supply procurement for instructional staff; supporting orientation planning and delivery and ongoing training for instructional staff; collecting academic program documentation; managing academic scheduling and coordinating audio-visual needs and supporting other administrators as needed.

The assistant academic dean is a member of the site administration. All members of the site administration are expected to:

- Work together as a team, keeping program goals in sight while managing a range of details.
- Help set the appropriate tone for the community, as described in staff handbooks and other program documents.
- Anticipate and prevent potential problems.
- Communicate promptly, clearly, sensitively, and securely with other administrators, staff, students, parents/guardians, the host institution, and the CTY office in Baltimore using JHU-approved platforms.
- Help the academic and residential programs collaborate effectively with each other.
- Model professionalism.
- Represent the philosophy and policies of CTY in a manner that fosters cooperation and respect among summer staff, students, host institution staff, and full-time CTY staff throughout the program.

**Supervision**

The assistant academic dean is supervised directly by the academic dean, and indirectly by the site director, program manager, and assistant program manager.

**Work Schedule and Physical Requirements**

At **residential sites**, the assistant academic dean's work hours are primarily during class times, which include evening sessions at most sites. The academic dean's assistant is free weekends except for Sunday evening class sessions at sites for grades 7 and above and the opening weekend, intersession, and closing weekend when needed to assist with the arrival and departure of students and staff. The assistant academic dean may leave campus at approximately 5 p.m. on Fridays but must return by the

time specified by the academic dean on Sundays.

At **day sites**, the assistant academic dean works Monday-Friday, 8 a.m.-4:30 p.m., with additional time on evenings and weekends to complete paperwork and other administrative tasks. During opening week, the assistant academic dean remains on campus into the evenings, if necessary, until all tasks are completed. The academic dean's assistant also works the student check-in day on the weekend immediately prior to the start of classes in order to assist with staff orientation and student check-in, as well as the closing Saturday of the final week of the session, if needed. At day sites operating for two sessions, assistant academic deans are required to work the weekend between the two sessions.

Opening week, the first week of the session, and closing week are periods when the assistant academic dean should be prepared for an extremely busy schedule. Deadlines for most of the assistant's responsibilities fall during the first and last weeks of each session. This hectic pace varies from the weeks between when the major responsibility of the assistant is to troubleshoot problems and help the academic program to run smoothly. The assistant academic dean should use slower periods to prepare for more hectic times during intersession and the closing week of each session.

Assistant academic deans are required to travel and navigate a college/school campus with or without accommodations. This may include traversing some long distances across campus. Some lifting and moving may be required.

Additional job responsibilities of the assistant academic dean are assigned on an as-needed basis by the academic dean. These responsibilities may include but are not limited to the following:

**Before Arriving at the Site:**

- Carefully read the *Academic Dean's Assistant Handbook* and *Student Evaluations Handbook*, which will be shared prior to the start of the summer session. Become familiar with CTY's course offerings, staff handbooks, and student materials, such as student information packets to learn the overall program structure and the rules and regulations for students and staff.
- Complete trainings, background checks, health forms, immunization records, and other items required by JHU, CTY, the host institution, or state/local regulations.
- Access and familiarize yourself with CTY's communication and digital file storage systems. Links, training, and login information for these systems will be provided during the onboarding process.

**Before Instructional and Residential Staff Arrive:**

- Arrive at the site on the date specified in your employment agreement to assist with preparations for the arrival of staff and students. Bring relevant technological resources including a cell phone and laptop, to use during your employment.
- As requested by the academic dean or site director, make housing assignments for instructors and teaching assistants if needed.
- As requested by the site director, assist with preparing a site handbook to distribute to staff members when they arrive.

- Assist the academic dean in working with the host institution to ensure effective and secure operation of academic programs and services. In all contacts with the host institution, the academic dean's assistant is expected to protect the programmatic and financial concerns of CTY.
- Establish an efficient procedure for handling instructional supply and service requests for AV equipment, etc. Purchase supplies, which may include driving site vehicles to local stores, and arrange services through the host institution or local vendors. This will entail establishing positive working relationships with the host AV department, library, etc.
- Meet with the host bookstore contact and check to be sure that enough textbooks and supplies required for the program's classes are available for pick up at the bookstore. Purchase and organize books for all instructional assistants.
- In coordination with the science subject area coordinator (if there is one at your site), meet with the host science contact to review laboratory safety and waste disposal procedures.
- Locate and distribute science supplies to appropriate classrooms with assistance from the academic dean, instructors and/or subject area coordinator, if applicable. Communicate with the academic dean and program manager or assistant program manager about damaged or missing supplies. Troubleshoot with vendors about science supply orders as necessary.
- Review field trip requests that require off-campus transportation or extensive planning, such as purchasing tickets or paying admissions fees. Consult with site program manager about fees and transportation plans. Coordinate with office manager and site director on scheduling, coordinating drivers (if necessary), and use of petty cash cards.
- Meet with the host library contact to review library procedures and available services.
- In conjunction with the site director, academic dean, and dean of residential life or dean of students, develop and maintain an effective system for monitoring student attendance in classes while keeping in mind laboratory sessions, field trips, testing sessions, and other special circumstances.
- Prepare the student evaluations schedule and plan student evaluations training for instructional staff.
- As directed by the academic dean, prepare orientation sessions about administrative procedures or other relevant academic processes for instructional staff.

**Before the Students Arrive:**

- Lead orientation session(s) for instructional staff on the student evaluations process. Train new instructors in writing evaluations of student performance, review guidelines for evaluations with returning instructors, highlighting any changes from the previous year, and establish timetables for reviewing and returning evaluations that will make the review and editing process at the end of the session predictable and manageable for all involved.
- Lead orientation session(s) for instructional staff on academic logistics, including supply

requests, laboratory safety and waste disposal, computer lab sign-up procedures, etc.

- Work with the academic dean to coordinate logistics for field trips and arrange for lunches with food services.

#### **Opening Day through Closing Day:**

- Assist with student arrival and departure by staffing check-in tables and assisting with airport/train station shuttles. (This could include driving students in rental vehicles or chaperoning students at the airport or train station.) Provide any additional support on arrival and departure days as requested by the academic dean or site director.
- Support the academic dean in ensuring the smooth day-to-day administrative functioning of the academic program. Keep academic staff informed of activities and schedules for the site (including academic and non-academic activities) and upcoming deadlines. Establish and oversee a system for procuring classroom supplies and scheduling special facilities as requested by academic staff members.
- Assist the site director as needed in developing and implementing a process for running emergency drills for all academic buildings, including fire drills and any other drills required by the program, host institution, or state and local guidelines.
- Maintain accurate class lists and ensure these are saved in secure locations that are accessible to other administrators and the program manager. Inform the office manager of any changes in student registration status, including withdrawals from the program, course changes, and course section changes.
- Coordinate program testing and assessment activities, including the collection of pre- and post-assessments at the end of each session. Distribute the Fast-Paced Science Student Summary Spreadsheet to all fast-paced science instructors. Ensure security of all Fast-Paced assessment tools.
- Ensure that instructional staff are provided with adequate books and supplies, teaching facilities, AV equipment, or other equipment needs. Monitor the physical condition of the academic facilities.
- Coordinate field trips in cooperation with the appropriate staff. All field trips must be approved by the site program manager. As requested by the academic dean, drive students to local field trips in site vehicles or chaperone students on field trips.
- Coordinate the editing of course descriptions by instructors.
- Manage the student evaluations process. Implement a schedule for the evaluations process and ensure instructor compliance with that schedule. Review and edit evaluations, seeking input and support from the academic dean where appropriate. Ensure all evaluations are completed in accordance with the guidelines in the *Student Evaluations Handbook* and edited for grammar, punctuation, spelling, tone, and content. Submit a completed evaluation for each student to the Baltimore office as directed.

- Oversee the administering of student satisfaction surveys and any other student questionnaires developed or approved by the program manager and assistant program manager and return the completed materials to the Baltimore office as directed.
- Collect and submit to the program manager and assistant program manager an electronic version of each instructor's final syllabus and an electronic version of each instructor's pre-/post- assessment. For fast-paced science instructors, collect and submit Fast-Paced Science Student Summary Spreadsheets.
- Always enforce the program's rules for student conduct when you are in the presence of students, whether this is in the classroom or more informal settings (in the dining hall or gym, for instance). As requested by the academic dean, attend administrative staff meetings.
- Help to ensure that a *Concern/Incident/Medical Report* is completed by the appropriate person(s) whenever a student experiences illness or injury (no matter how minor), when a student's physical or emotional safety is in question, when a staff member is injured, when there is a problem with student behavior or academic performance, when there is an incident in which facilities are damaged, and when a student is sent home for any reason.
- Assist in ensuring the health and safety of all students by following site medical protocols covered in orientation and written materials. As requested by supervisors, assist not only with health office logistics such as escorting students to/from the office or filing paperwork, but also with urgent medical situations, which may require accompanying students to the ER or to off- campus clinics and assisting in adherence to COVID protocols.
- On the Saturday between sessions, be available in the site office all day to greet the arriving Session Two staff and assist with the departure of Session One staff. Also during this time, conduct orientation sessions on student evaluations, and any other relevant topics as requested by the academic dean, such as academic logistics.
- Oversee the inventory and packing process for academic staff. For science instructors, organize and coordinate the waste disposal process following CTY and host institution guidelines.
- Submit a Clery Act exit survey, including providing any follow-up information as requested by JHU Campus Safety and Security.

**After Students Depart:**

- Support the academic dean in coordinating and managing the logistics of instructional staff check-out. Be available all day during staff check-out.
- Depart the site with the permission of the academic dean, program manager, or assistant program and no earlier than the date indicated on your employment agreement.
- No later than September 1, write and submit to the site program manager a report that documents your job duties as well as important host institution and vendor contacts (names, telephone numbers, email addresses) and other procedures and information that will be helpful for the site in the future.

- Provide the program manager or assistant program manager for your site with an address, telephone number, and email address where you can be reached during the upcoming academic year.

## 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.

### RESIDENTIAL SITES

#### 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