

**FLORIDA STATE COLLEGE AT JACKSONVILLE  
JOB DESCRIPTION, 2021**

**ASSOCIATE DEAN OF OPERATIONS**

**FLSA STATUS: EXEMPT – PAY GRADE: 24 – A**

**JOB FAMILY: MANAGERIAL/SUPERVISORY – ACADEMICS  
JOB FUNCTION: MANAGERIAL/SUPERVISORY**

**GENERAL STATEMENT OF JOB**

The purpose of the job is to serve in a management and leadership capacity reporting to the appropriate Academic Dean or Administrator for the responsibility of overall department operations in accordance with college policies, procedures and contractual agreement, and in support of the overall plan of the college.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

Responsible for the comprehensive coordination and administration of all matters relating to personnel, students, scheduling curriculum implementation, instruction, and all financial considerations relating to the department, and accomplishes such in coordination with the colleges' mission and college wide goals and campus-based initiatives.

Administer academic policies and advise faculty, staff, and students on policy matters related to the academic program.

Analyze quantitative and qualitative data to produce reports for internal and external use, including accreditation reviews.

Facilitate audits and reports to ensure establishment of proper adherence to policy and procedures, and advocates for the needs of the College while fostering close collaborative partnerships with peers and colleagues.

Lead in evaluating administrative, staffing and operational needs to identify opportunities for realizing potential efficiencies and to determine how best to respond in an ever-changing environment of higher education.

Write reports and prepare presentations about the academic program, instructional activity and program planning.

Serve as a liaison with other academic and administrative departments regarding the academic program, representing the program on cross-functional teams, policy committee, and work groups.

Coordinate the recruitment and credentialing of adjunct faculty.

Develop the semesterly course schedule for undergraduate and distance learning courses.

Coordinate space requirements and classroom logistics as needed to ensure seamless delivery of instruction.

**SUPERVISION RECEIVED**

Supervision is received from the Dean

## **SUPERVISION EXERCISED**

Supervision is exercised over assigned staff.

## **MINIMUM QUALIFICATIONS:**

A master's degree from an accredited institution with a concentration related to the assigned instruction/student service area(s) supplemented by three (3) years of administrative and/or teaching experience that provides the required knowledge, skills and abilities.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

**Language Ability:** Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc.. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

**Intelligence:** Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

**Numerical Aptitude:** Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

**Manual Dexterity:** Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** May not require the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

**Physical Communication:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

**Environmental Requirements:** Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective 6/2021