

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2025**

ASSOCIATE DEAN OF OPERATIONS

FLSA STATUS: EXEMPT – PAY GRADE: 24 – A

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

GENERAL STATEMENT OF JOB

Reporting to the appropriate Academic Dean or Administrator, the Associate Dean of Operations manages and leads overall department operations in accordance with college policies, procedures and contractual agreement, in support of the college's strategic plan.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Coordinates and administers all matters relating to personnel, students, scheduling curriculum implementation, instruction, and all financial considerations for the department, and ensuring alignment with the colleges' mission, college wide goals and campus-based initiatives.

Administers academic policies and advises faculty, staff, and students on policy matters related to the academic program.

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

Facilitates 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.

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

Writes reports and prepares presentations about academic programs, instructional activity, and program planning.

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

Coordinates the recruitment and credentialing of adjunct faculty.

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

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

Creates a student-centric culture on campus/center that is positive and supportive.

Performs other related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

SUPERVISION EXERCISED

Supervision is exercised over assigned staff.

MINIMUM QUALIFICATIONS

Master's degree from a regionally accredited institution and three (3) years of administrative and/or teaching experience related to the assigned instruction/student service area(s) that provides the required knowledge, skills and abilities.

PREFERRED QUALIFICATIONS

Doctorate degree from a regionally accredited college or university in a relevant field, and 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

Revised: 12/05/25