



**DATE ISSUED:** 09/05  
**FLSA:** Non-Exempt  
**PTO:** COVS

## **JOB DESCRIPTION**

### **TITLE**

Assistant to the Dean

### **JOB SUMMARY**

Performs responsible work in managing the day-to-day operations of a College or School. This position requires a high level of initiative and judgment and is responsible for a variety of complex decisions and administrative services. An individual in this position generally has supervisory responsibilities. Work is performed under general supervision and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Dean of a College or School

*Supervises:* Senior Administrative Assistant, Senior Secretaries, Secretaries, and Student Assistants

### **PRIMARY DUTIES** - *May include, but not limited to the following:*

- Oversees administrative operations.
- Assigns and reviews the work of staff.
- Serves as assistant to the dean, maintaining calendar, appointments, correspondence, filing, and special projects.
- Interprets policies and procedures to faculty, administrators, staff and students.
- Maintains contact with other University offices and external agencies.
- Prepares, monitors and maintains control of expenditures within budgets.
- Prepares budget and personnel materials.
- Arranges travel.
- Coordinates special assignments and projects.
- Interviews and selects new staff.
- Supervises a minimum of three subordinates.
- Prepares budget materials.

Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ADDITIONAL DUTIES**

Performs other duties as requested.

### **EDUCATION**

High school diploma or equivalent required. Bachelor's degree preferred.

### **EXPERIENCE**

Eight years of experience in administration. A combination of education, job related experience, and training may substitute for the experience required.

### **KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:**

Working knowledge of office practices and methods.

Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.

Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.

Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.

Ability to communicate effectively orally, by phone, in person, and in writing.

Ability to represent the department and University in a friendly, courteous, and professional manner.

Ability to use a personal computer and other office equipment.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities include ability to distinguish the nature of objects by using the eye.

**WORK ENVIRONMENT**

Supervisors are responsible for maintaining an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed indoors in an office setting. The noise level is usually low to moderate. While performing the duties of this position, the employee may be required to travel.

**SAFETY**

Supervisors are responsible for the safety of their employees by creating and maintaining a safe work environment. New employees should be provided with safety instruction during the first 30 days of employment and receive, as applicable, annual refresher safety training. Supervisors should operate equipment safely and report any unsafe work conditions or practices to Management or Safety Coordinator. Supervisors should insure that employees work in a safe manner and submit injury/accident reports to the Office of Human Resources within 24 hours of notification.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran’s status, or against qualified disabled persons.***

***All positions at Texas Woman’s University are deemed security sensitive requiring background checks.***