



**Position Title:** Assistant Campus Dean  
**Reports To:** Campus Dean & VP of Operations  
**Position Type:** Exempt  
**WC Code:** 8868  
**Position Type:** Second Level Administrator

**Major Responsibilities:** Assist the Campus Dean in the administration of campus activities and facilities in accordance with the University's mission statement.

**Specific Duties and Responsibilities:**

1. Read, understand and comply with the University's mission, the catalog, the University's policies and procedures, the Staff Handbook and Institutional Effectiveness process.
2. Respond to communications (e-mail/voice mail) on a daily basis.
3. Responsible for the direction, management and supervision of the campus's administration.
4. Based on the institutional policies, make recommendations, support and manage short and long range goals and objectives for the Campus.
5. Manage, monitor and recommend adjustments on the implementation of Campus quarterly and yearly budgets for operations and facilities.
6. Implement at Campus level the projected action plans incorporated in the Short and Long Range Plan.
7. Direct, evaluate, and give feedback to all departments (Admissions, Registration, Financial Aid, Library, Bookstore, Student Services, Placement, Academic Advising, Bursars and Maintenance) on the Campus, and ensures the smooth day to day operations.
8. Manage and monitor the Admissions and Placement offices to ensure the enrollment and placement objectives are met.
9. Manage and monitor the registration of students, including orientation and testing of new students enrolled, monitoring of students' class participation, advising of students on academic probation, and supervising the processing of students' graduation records.
10. Manage and monitor the administrative functions of the Financial Aid office in conjunction with the Financial Aid Director.
11. Manage and monitor the overall administrative academic activities of the Campus in conjunction with the VP of Academics and ensure faculty compliance with the university policies and procedures.
12. Support the development and maintenance of industry and business contacts to ensure placement of graduates and support for academic programs.
13. Conduct regular faculty/staff meetings and maintain records of these meetings.

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14. Ensure compliance with Fire and Health Codes.
15. Work with local schools and community agencies to promote education.
16. Support faculty and staff professional growth.
17. Support and participate in University Commencement Ceremonies.
18. Continuously manage at campus level, actions for improvements sited in the Campus Dean's Planning, Assessment, and Implementation form.
19. Manage and monitor compliance with licensing and accrediting organizations.
20. Support and participate in committees, boards and accrediting events assigned by the institution.
21. Participate in the self-studies and committees conducted by the university.
22. Participate in the new students' orientation.
23. Execute the instructions given by the President or assignee.
24. Performs other duties as assigned.
25. Ensure they are in compliance with Title IX of Education Amendments Act of 1972.
26. Follow all FNU Policies, Procedures, Rules and Regulation and the FNU Code of Ethics. As well as, Title IX, Family Educational Rights and Privacy Act, as amended from time to time ("FERPA"), Florida Information Protection Act of 2014, as amended from time to time ("FIPA"), the EU General Data Protection Regulation as amended from time to time (GDPR) and all other applicable federal, state and local laws, rules, and regulations.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Excellent supervisory, organizational and training skills.
- Excellent advanced verbal/written communication and presentation skills.
- Ability to work as part of a team and independently and to assist in accomplishing assigned tasks.
- Proven analytical and problem solving skills with ability to make decisions and take initiative to resolve issues.
- Demonstrated commitment to cultural diversity and ability to work with individuals or groups with diverse backgrounds.
- Skills in development, implementation, and execution of programs.

### **Requirements:**

- Master's degree in education or related field is required.
- At least 3-5 years of higher education administration experience is required.
- Ability to work flexible hours as needed.
- Commitment to collaborative decision-making.
- The ability to understand and follow instructions, knowledge of moderately complex or other work procedure.

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- The ability to work independently and in a team setting to coordinate a variety of activities and events.
- Professional skills, and/or skills in managing a wide variety of complex processes required.
- Strong skills with Microsoft Office programs: Word, Excel, PowerPoint, with ability to create presentations utilizing PowerPoint features.
- Ability to maintain strict confidentiality and to handle sensitive matters using discretion, diplomacy, and good judgment.
- Strong business ethics.
- Ability to lead under pressure and follow through with details.
- Bilingual in English and Spanish.

**Schedule:**

Monday to Friday

- Monday - Thursday: 2 days from 8:00am to 5:00pm and 2 days from 1:00pm to 10:00pm
- \*Fridays alternate (*campus closes at 7pm*) (8:00am to 5:00pm or 11:00am to 8:00pm)

**Note:** The use of computers and University resources is limited for school business purpose. Installation of any software is prohibited.

This job description is intended to describe the general nature and level of work being performed by individuals assigned to this position. It is not intended to be construed as an exhaustive list of all tasks, duties, skills and/or responsibilities required for this position in each Campus at all times. Tasks, duties, skills and/or responsibilities may vary from individual to individual, campus to campus and over time, depending upon various factors. These are general guidelines for this job position.

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