



Assistant to the Executive Dean Job Description

Division of [Insert here]

Department: [Insert here]

Colorado Personnel System: Exempt

FLSA Classification: Exempt

PURPOSE STATEMENT:

The assistant to the executive dean for the [Enter division here] supports the executive dean in organizing and managing division as well as coordinating campus operations, overseeing division budget and data needs, and supervising department staff. This position will demonstrate a strong commitment to the value of diversity among students and staff, as well as sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of PPSC students. This position encourages/fosters an atmosphere of trust and respect in which all can succeed.

The primary location for this position is at [enter campus name and address]. May require occasional travel to other campuses to support program needs. The college offers the possibility for alternative work arrangements such as flexplace, remote work, or flextime scheduling upon completion of training and department needs.

Reports To: division's executive dean

ESSENTIAL FUNCTIONS:

Executive Support

Provides executive support to the executive dean, associate deans, and directors. This position must be able to coordinate a high-volume and face-paced office environment while maintaining a positive work environment and high productivity.

This position will coordinate with the executive dean, campus police, and facilities to ensure campus safety, security, and conflict resolution. The assistant to the executive dean will collaborate with various divisions and departments across the college to implement and assist with college wide initiatives and campus/division specific events as well as creating and communicating with community partnerships and collaborators.

Liaison

The assistant to the executive dean will act as a point of contact to ensure smooth operations for the division, this includes but not limited to: collaboration with various departments to promote division programs, working with the executive dean to maximize efficiency of scheduling and classroom use, clear communication and coordination with facilities and ITSS to ensure the daily needs of the division and department are successful and run smoothly, and working to ensure that students are receiving the highest level support.

Division Operations

This position must exercise initiative, judgment, and discretion in organizing and managing division operations and ensure deadlines are met. This position will oversee division operations including, but not limited to: developing, evaluating, and modifying office operations/procedures to maintain efficiency and ensure professional standards are met; creating and managing division digital files including program/course related information; determining appropriate retention of files in accordance with the State of Colorado retention schedule; overseeing faculty/instructor requests and needs; tracking division program specific accreditation cycles; tracking instructor and faculty credentials; supervision and reconciliation of FLAC pay submissions; and other division/program deadlines.

Campus Operations

This essential function is not limited to a particular division but to ensure the overall college operations for each campus, including coordination of repurposing campus spaces, offices, and classrooms to improve and update according to the needs of the campus. Assist with coordination of campus specific projects and/or events coordinating with other departments including facilities, ITSS, admissions/recruitment, student experience & equity, etc. Coordinating with students regarding class communication. Leading and scheduling campus tours, specific program needs and assisting with the needs of community partnerships.

Budget

This position will oversee the divisional budget and manage the budgetary needs by authorizing and reconciling all purchases, providing budget reports and analysis, pass-through fee tracking and management, and managing all OCE and auxiliary accounts. Coordination with financial services and procurement to ensure accuracy and quality. This position will need to manage multiple departmental budgets, ensuring adherence to purchasing guidelines, fiscal rules and state regulations. In addition to the divisional budget, this position assists with, has knowledge of and tracks financial transactions related to travel, Perkins or other grants, and professional development funds.

Supervision

This position is responsible for overseeing the supervision of administrative staff, including providing support and training, scheduling and coordination of division administrative support coverage, and overseeing the assigned duties for quality and completion. This position will be responsible for maintaining a professional and positive environment with high service standards for those being served. This position will oversee the development of goals and the completion of the annual evaluation process for administrative staff. This position is also responsible for communicating information as requested by the executive dean, and approving timesheets. This position will work with human resource services to develop and deliver corrective actions, performance improvement plans and coaching plans; identify professional development needs and coordinate with the appropriate department to develop/plan/deliver the professional development. Position is also responsible for resolving minor problems relating to departmental rules, and procedures as well as issues concerning office support.

Minimum qualifications:

- Completed bachelor's degree from a regionally accredited institution, **OR** completed associate's degree *with* two years of professional level experience performing similar duties to those described for this position.
- Two years of professional level experience in organizing *and* managing department operations.

Professional level experience is defined by the Colorado Division of Human Resources: A position that involves the exercise of discretion, analytical skill, judgment, personal accountability, and responsibility for creating, developing, integrating, applying, or sharing an organized body of knowledge. Colorado revised statute (C.R.S. 24-50-135(1) allows colleges to exempt positions from the State Personnel Classified System that are determined to be professional-level work.

Preferred qualifications:

- Three or more years of successful experience in organizing *and* managing department operations.
- Demonstrated appreciation of the community college mission.
- Experience organizing events or projects.
- Experience with budgets.
- Executive assistant experience.

This job description reflects Pikes Peak State College's best effort to describe the essential duties and qualifications of the job. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation.