



DATE ISSUED: 02/16
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Associate Dean, Graduate School

JOB SUMMARY

Provides management and daily direction for the office of the Graduate School. Duties include planning, setting priorities, establishing and coordinating policies and procedures, reporting, and daily direction of staff. Work is performed under administrative guidance and performance. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Dean of the Graduate School

Supervises: Sr. Secretary, Sr. Graduate Services Analyst, Graduate Services Analyst, Administrative Assistant

ESSENTIAL DUTIES - May include, but not limited to the following:

- Plans, sets priorities, implements policies and procedures, and directs the staff in the office of the Graduate School.
- Analyzes and resolves problems associated with individual graduate applications, degree plans, prospective, dissertations, and other program requirements.
- Prepares reports, surveys, recommendations, and proposals.
- Interprets policies, requirements, and procedures in response to inquiries.
- Manages the editing and production of the Graduate Catalog.
- Oversees Graduate School website.
- Revises and updates Graduate School publications.
- Represents the University at professional meetings and serves on University committees.
- Interviews candidates for select faculty or other positions.
- Performs personnel related functions.
- 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

Earned Doctorate.

EXPERIENCE

Five years of progressively responsible experience in graduate education.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

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

- In-depth knowledge regarding continuing education, admissions, and graduate education.
- Skill in writing and preparing effective presentations/proposals.
- Ability to plan, make decisions, supervise, and handle a variety of issues simultaneously.
- Ability to assess needs and develop programs or procedures.
- 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 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 use a personal computer and other office equipment, including related university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

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: _____

Employee Printed Name: _____

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.

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Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, 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.