

**CENTRAL CONNECTICUT STATE UNIVERSITY
POSITION DESCRIPTION
SUOAF-AFSCME**

POSITION TITLE: Associate Dean for Student Academic Success, Ammon College of Liberal Arts and Social Sciences (CLASS)

RANK: Administrator VII

DEPARTMENT: Ammon College of Liberal Arts and Social Sciences

SUPERVISOR: Dean, Ammon College of Liberal Arts and Social Sciences

POSITION SUMMARY

The Associate Dean for Student Academic Success, Ammon CLASS provides leadership across a range of the College's activities with a special emphasis upon student recruitment, retention, degree completion and career planning.

SUPERVISION EXERCISED

May supervise professional and/or support staff.

POSITION RESPONSIBILITIES

Provides leadership and oversees initiatives related to undergraduate academic programs including student progress, student complaints, probations, dismissals, and petitions for readmission to the University on probation.

Supervises the CLASS Advising Center, conducts faculty advising workshops, and works closely with department chairs and faculty to implement new processes to support student academic success.

Maintains an awareness of national trends in the areas of recruitment, onboarding, retention, completion, and career planning and utilizes this information to develop programs to support students in conjunction with the CLASS Advising Center and department chairpersons, and other related areas.

Works with other members of the Dean's Office team to facilitate new academic program development, promote community engagement initiatives, develop additional sources of funding, and champion both the CLASS and CCSU.

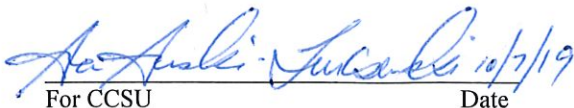
Serves as the Dean's designee on University committees, and, represents the Dean's Office at workshops and meetings off campus as necessary.

Performs other duties and responsibilities related to those above which do not alter the basic level of responsibility of the position.

MINIMUM QUALIFICATIONS REQUIRED

Doctoral degree and seven years of higher education experience in either student academic services and/or academic administration, preferably at the level of department chair or assistant chair. Excellent ability to communicate effectively both orally and in writing. Demonstrated supervisory experience. Demonstrated effectiveness in an environment requiring teamwork and ability to relate to students at different levels of academic progress. Demonstrated commitment to serving students from diverse backgrounds and promoting an inclusive and equitable environment. Credentials and/or experience substantially comparable to the above may also be considered.

FLSA Status: Exempt.

 10/7/19
For CCSU Date

 10/06/2019
For SUOAF Date