

The University of Texas at San Antonio

Job Description

Job Title: Assistant to the Dean
Code: 19008
Salary Grade: 60
FLSA Status: Exempt
Department/Division: Job available in different departments/divisions
Reports To: Dean of the College

Summary

- Function: To provide high level administrative support to the Dean of a College.
- Scope: Responsible for a variety of administrative services in support of the Dean.

Duties

- Typical:
 1. Provides direct, high level, administrative support and assistance to the Dean, to include organization and oversight of special projects; management of dean's schedule and calendar; coordination of communication from and to the Dean's office.
 2. Works with the Dean to draft, edit, and review research proposals, activity status reports on grants, manuscripts, and other reports related to individual scientific endeavors.
 3. Handles, reviews, and prioritizes for action on all correspondence; makes travel arrangements; monitors and maintains schedules; and performs related administrative activities to assure full executive level service.
 4. Coordinates and conducts follow-up on Dean's administrative activities and projects to assure deadlines are met ahead of schedule and deliverables meet or exceed quality standards.
 5. Assists in maintaining Dean's editorial duties to include: formatting changes to scientific texts and resubmitting for final reviews and approvals; preparing peer review journal submissions for editorial examination.
 6. Monitors and directs internal and external phone calls.
 7. Maintains Dean's filing system.
 8. Performs additional duties as assigned.

Education

Required	Preferred
Bachelor's degree from an accredited institution.	Master's degree from an accredited institution.

Other Requirements

Required	Preferred
Ability to work independently and handle diverse tasks.	N/A
Proven track record of excellent organizational and interpersonal skills.	
Excellent communication and writing skills.	
Capable of coordinating complex projects.	
Demonstrated ability to work well with others in a fast paced environment.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
Five years professional administrative experience.	Similar experience in higher education or high-level management support.

Equipment

Required	Preferred
Personal computer and standard office equipment.	Knowledge of specific software used in the position.

Working Conditions

Usual	Special
Normal office conditions.	May require evening and weekend work.

Supervision

Received	Given
Direct supervision from the Dean. Works independently and makes decisions based on previous experience.	May supervise student or support staff.

Accuracy

Proficiency in all duties performed.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.