



NATIONAL AMERICAN UNIVERSITY

POSITION DESCRIPTION

To apply, please submit completed employment application (www.national.edu), resume and letter of interest to: Human Resources Department, 5301 S. Highway 16, Suite 200, Rapid City, SD 57701.

I. POSITION TITLE: Associate Dean of Graduate Studies

II. EMPLOYEE CLASSIFICATION: Administrative

III. JOB CLASSIFICATION: Exempt

IV. ACCOUNTABLE/REPORTS TO: Dean of the Graduate School and System Vice President of Graduate Studies

V. POSITIONS REPORTING TO THIS POSITION: Graduate Academic Coordinator(s).

VI. DUTY HOURS: A minimum of forty (40) hours per week; normally 8 am to 5 pm; occasional evening and weekend hours

VII. MINIMUM REQUIREMENTS:

EDUCATION: Terminal degree in Business Administration, Management or related field required.

EXPERIENCE: Three to five years of experience in higher education administration and teaching at the graduate level. Administrative experience with a doctoral program and publication in a refereed journal is highly preferred. Experience with instruction of Internet-based courses and blended models of on-line course delivery is preferred.

PHYSICAL: Good seeing/hearing; good manual and finger dexterity; able to sit for long periods of time; occasionally exert force to lift and/or move objects up to 40 lbs.

SKILLS EXPECTATIONS: Learner centered; energetic; collaborative leadership style with ability to work across multiple functional areas to achieve university goals and objectives; customer-oriented attitude; excellent organizational and computer skills; self-motivated and goal oriented; ability to facilitate team effort as well as ability to work independently; excellent written/oral and interpersonal communication skills; ability to work quickly to meet deadlines; detail oriented; strong work ethic, and willingness to learn and improve in all aspects of the position.

VIII. BASIC FUNCTION/PURPOSE OF THE POSITION: Responsible for the management of graduate program curriculum to include new course and program development and current course updates. The position is a 12-month administrative position. This position is also responsible for enforcing all university policies and procedures and coordinates with system and campus administration in implementing and refining policies and procedures specific to the

graduate program. Additionally, assist in support of the graduate department in support of the mission of the university as defined by the university president and the board of governors.

IX. DUTIES/RESPONSIBILITIES/EXPECTATIONS OF THE POSITION:

- * A. Approve course schedules for all graduate offerings.
- * B. Ensure resolution of student issues in a prompt manner.
- * C. Ensure continuing and re-entry students are advised and registered according to quarterly goals.
- * D. Work cooperatively with the dean of graduate studies to select, train, and evaluate faculty.
- * E. Work cooperatively with the dean of graduate studies to ensure quality and timely faculty and student interaction per university standards and expectations.
- * F. Work cooperatively with the system director of assessment and graduate assessment and curriculum committee in connection with the graduate assessment requirements.
- G. Serve on the graduate assessment and curriculum committee, the graduate council, and the IRB.
- * H. Ensure conformation with and equal application of university policies concerning SAP.
- I. Review master syllabi and course materials as assigned.
- J. Recommend improvements and/or changes in graduate course content to maintain alignment with program goals and identified student learning outcomes.
- * K. Schedule faculty for graduate courses according to the course approvals list and university academic policies.
- L. Ensure faculty personnel files are complete.
- M. Ensure that faculty term teaching assignments are completed in a timely manner.
- N. Maintain a working relationship with international affiliates offering graduate classes and/or programs to ensure that academic issues are handled in a timely manner.
- O. Ensure academic admissions processes are completed in a timely manner and in accordance with graduate policies.
- P. Approve changes of registration submitted after the term start.
- Q. Work cooperatively with campuses to meet academic needs of the blended graduate program.
- R. Review and improve processes utilized by the graduate academic coordinators

- S. Develop and maintain a graduate school procedures manual for academic tasks.
- T. Actively participate in the development and improvement of campus processes.
- U. Assist in recruitment and retention efforts.
- V. Assist with accreditation activities as appropriate.
- W. Recommend new policies or revisions to current policies related to graduate programs.
- X. Assist with development and maintenance of the university peer-reviewed journal.
- Y. Assist or lead special projects as assigned.
- Z. Other duties as assigned.

X. COOPERATIVE RELATIONSHIPS WITH THE FOLLOWING:

Campus Academic Deans
Campus/Regional Presidents
System Director of Assessment

XI. LIMITS OF AUTHORITY: As defined by the policies, procedures and practices of the university and/or university president.

National American University reserves the right to alter this position's job description/job duties to meet the needs and goals of the institution.

* Denotes essential elements of the position.