



NATIONAL AMERICAN UNIVERSITY

POSITION DESCRIPTION

Sioux Falls, Campus

To apply submit an employment application ([click here for application](#)),
resume, and letter of interest to: **Campus Executive Officer**
5801 S Corporate Place, Sioux Falls, SD 57108

- I. POSITION TITLE:** Assistant Academic Dean
- II. EMPLOYEE CLASSIFICATION:** Administration
- III. JOB CLASSIFICATION:** Exempt
- IV. ACCOUNTABLE/REPORTS TO:** Campus Academic Dean, Regional VP of Academic & Learner Services, Campus Executive Officer
- V. POSITIONS REPORTING TO THIS POSITION:** None
- VI. DUTY HOURS:** The basic work week shall be 40 hours plus such additional time as is necessary to accomplish the basic function/purpose. Some evening and weekend hours may be required.
- VII. MINIMUM REQUIREMENTS:**
 - EDUCATION:** Master's degree required.
 - EXPERIENCE:** A minimum of one to three years experience in management and human resource development.
 - PHYSICAL:** Occasionally exert force to lift and/or move objects up to 30 lbs.
 - SKILLS EXPECTATIONS:** Must have a strong ability to plan, organize, direct and control. Must possess excellent interpersonal, problem-solving, verbal and written communication skills, and some background in learning theory and methods.
- VIII. BASIC FUNCTION/PURPOSE OF THE POSITION:** To assist the campus Academic Dean in the administration of academic programs offered at National American University in a manner that serves the best interest of students, maintains the highest standards of academic integrity and fulfills the mission and purposes of the institution as defined by the board of governors.
- IX. DUTIES/RESPONSIBILITIES/EXPECTATIONS OF THE POSITION:**
 - A. Administrative
 - *1. Assist Academic Dean to develop an annual master schedule in collaboration with the Distance Learning Dean of Academics and Learner Services that will satisfy the academic needs of students while ensuring an adequate student/teacher ratio.

- *2. Assist Academic Dean to develop course schedules in conjunction with program faculty each quarter and adjust, as needed, to ensure appropriate class size and teaching load.
- *3. Coordinate the student registration process for on-campus and online courses each quarter.
- *4. Monitor transcript evaluation requests to ensure that official transcript evaluations are received and reviewed with students in a timely manner.
- *5. Participate in specified academic activities during quarterly on-campus and online student orientation sessions.
- *6. Assist Academic Dean with the quarterly academic awards/honors program, as requested.
- *7. Perform assigned duties related to graduation.
- *8. Monitor faculty completion of attendance procedures to assure compliance with university guidelines and participate in weekly attendance meetings.
- *9. Work in collaboration with the Distance Learning Dean of Academics and Learner Services to contact campus-based students if they stop attending online courses.
- *10. Coordinate the campus research paper program and forward the selected research paper to the System Academics Office within established deadlines.
- *11. Monitor outcomes assessment processes to ensure their timely completion, as well as the security and confidentiality of assessment materials.
- *12. Monitor faculty grade reports to ensure accurate and timely completion each quarter.
- *13. Assist Academic Dean in processing of grade reports each quarter.
- *14. Monitor student midterm alert processes.
- *15. Review student requests for course overload, independent study requests and course substitution forms.
- *16. Complete special academic projects as requested.
- *17. Serve as chair of the Academic Standards Committee and ensure completion of Satisfactory Academic Progress procedures in a timely manner.

B. Students

- *1. Assist the Academic Dean oversee academic advising processes at the campus; advise assigned students and maintain student academic records and files to ensure they represent an accurate, complete and current account of student's academic progress.

- *2. Serve as a liaison between campus-based students and the Distance Learning campus to expedite matters related to online academic course work.
- *3. Assist the academic team to maintain the highest percentage of student retention possible by maintaining student/faculty contact and addressing problems and concerns in assigned areas.
- *4. Assist Academic Dean to coordinate student grievances on academic issues in keeping with university guidelines.
- *5. Perform other duties as assigned.

X. COOPERATIVE RELATIONSHIPS WITH THE FOLLOWING: All staff, faculty, students and visitors at the campus as well as system administrators and system academic officers.

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

* Denotes essential elements of the position.