Assistant Dean for Undergraduate Academics

Definition of Class
This is a professional position in which the incumbent provides undergraduate academic advising and administrative oversight for curriculum and policy, student records, academic appeals, honor council, event planning, and degree certification. The incumbent makes decisions exercising discretion and independent judgment. Position reports to the Dean of the School.

Examples of Work Performed

Provide administrative assistance for the Interdepartmental Degree Program, Bachelor of Engineering (General Engineering). Serve as a member of the faculty of the General Engineering program and advise students as needed.

State Board of Licensure Dean’s Office certification delegate and coordinator of administrative activities for FE Exam.

Manage the student academic appeals processes for the School.

Maintain professional correspondence with prospective, current, former students on behalf of the Dean’s Office.

Serve as degree certification officer for the eight undergraduate degree programs in the School of Engineering.

Supervise diploma application process; advise graduation candidates, chairs, advisors, administration of the status.

Monitor and report to Provost Office the status of 5-year and 6-year cohort students not yet graduated; work with these students to try to complete their degrees within the allotted time frame.

Assist with development and maintenance of the Engineering website and other published materials; directly upload and maintain all materials under Current Students on the Engineering website.

Serve as faculty advisor to student organizations such as Engineers Without Borders student chapter as needed.

Serve as Executive Secretary to the Engineering Curriculum and Policy Committee including agenda preparation, notes, records, and monitoring of Academic Workflow.

Coordinate annual Outstanding Senior Leadership Award selection process.

Degree Audit administrator for undergraduate programs in the School of Engineering.

Supervise Academic Counselor in Dean’s Office, responsible for overseeing domestic and international transfer credit evaluations, tutoring program, advising for undeclared emphasis B.E. students, verification letters for graduation candidates, various SAP reports (admitted/applied, etc.), participation in UM Academic Advising Network (AAN), and coordination of Orientation advising.

Dean’s Office delegate for NCAA Athletic Eligibility Certification of engineering students.

Write recommendation letters, verification letters, letters of good standing, etc. for engineering students (employment, graduate school, scholarships, etc.).
General Dean’s Office counsel for undergraduate students (and parents) seeking major changes, career opportunities, co-op jobs, even personal issues affecting academics.

Chancellor appointed Honors Day Committee member.

Curriculum & Policy Committee member representing B.E. program.

Know and understand historical perspective of undergraduate catalog requirements, interpret and explain catalog requirements for students, parents, faculty, and others. Enforce catalog requirements for graduation certification.

Evaluate and coordinate late withdrawal requests fairly and uniformly.

Assist New Student Orientation efforts in summers from academic perspective. See that all students have suitable schedule, are given accurate information about degree programs, answer questions and concerns of new students/parents in individual meetings as needed.

Assist in graduation commencement planning and coordination.

Assist in student internship placement services and career placement services for seniors. Work with the Center for Manufacturing Excellence, Career Center, and Alumni Networks to coordinate efforts.

Teach courses as needed.

Perform similar or related duties as assigned or required.

**Essential Functions**

These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Manages undergraduate academic issues including curriculum and policy changes and implementation.
2. Resolves problems related to academics including various academic appeals, transfer issues, athletic academic eligibility, and degree audit.
3. Supervises and provides guidance to student organizations and programs.
4. Certifies undergraduate degrees for the School of Engineering.

**Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.

**Vision:** Requirements of this job include close vision.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening.

**Motor Coordination:** While performing the duties of this job, the incumbent is periodically required to sit and talk and hear. The incumbent is occasionally required to stand; walk; and use hands to finger, handle, or feel.
Experience/Educational Requirements:

**Education:**
Master’s Degree in a related field from an accredited four-year college or university.

AND

**Experience:**
Five (5) years of experience related to the above described duties.

**Substitution Statement:**
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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“The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer”

The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.