**Position Title:** Associate Dean of Graduate Education and Director of Graduate Programs  
**Department:** Office of Graduate Education  
**Reports To:** Dean of Graduate Education  

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The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.

**General Function (Description):**

The Associate Dean of Graduate Education and Director of Graduate Programs report to the Dean of Graduate Education to assist and provide leadership and direction in the total operation of Office of Graduate Education. The Office seeks an innovative professional who will assist the Dean with the overall management of the Office. Under the leadership of the Dean, the Associate Dean provides executive, administrative, and analytical support to the Dean in a wide variety of areas including: special projects, budgets, correspondence, and assistance with the day-to-day operations of the Dean's Office. The Associate Dean will serve as coordinator for all graduate retention strategies and strategic priorities. The Associate Dean will serve as the liaison to the school deans, chairpersons, and graduate coordinators on ensuring all graduate policies are met. The Associate Dean will assist in the overall management of the Graduate Education Title III Activity. The Associate Dean will serve on university committees and will represent the dean on matters where the dean is unable to attend.

**Examples of Duties and Responsibilities:**

- Assist with the overall management of the activities of the Graduate Resource Center.
- Assist the Dean in the development, implementation, and the evaluation of the Graduate Education Strategic Plan.
- Help to ensure the adherence of all Graduate Policies.
- Assist with the development of analytical reports and budgets.
- Implement the electronic thesis and dissertation process.
- Oversee the development of the Graduate Education Website.
- Assist School Deans with Retention Efforts,
- Perform other duties as assigned.

**Knowledge, Skills and Abilities:**

The successful candidate must possess the ability to establish and maintain positive working relationships with faculty, staff, students and administration. The candidate should be people-oriented and energetic; have a collaborative leadership style with ability to work across schools and departments to achieve goals and objectives of the University and Graduate Education; and have a customer-oriented attitude; excellent organizational and computer skills.
**Minimum Hiring Standards:**

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<thead>
<tr>
<th>Education</th>
<th>A doctoral or ABD is required.</th>
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<tr>
<td><strong>Years of Experience</strong></td>
<td>The candidate should have three or more years of experience in higher education, advanced knowledge of information technology; strong written and oral communication skills; strong analytical skills. Preference will be given to those candidates who have experience working at a University.</td>
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<td><strong>Years of Management/Supervisor Experience</strong></td>
<td>At least two years</td>
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