Position Description

JOB TITLE: Associate Dean for Admissions, Enrollment Management and Student Affairs

FLSA STATUS: Exempt
REPORTS TO: Dean, TTUHSC School of Nursing
APPROVED BY: Dean, TTUHSC School of Nursing

SUMMARY: The Associate Dean serves at the discretion of the dean and is responsible for the executive management of a wide range of administrative matters for the school. Acting under the general guidelines from the Dean, this position will provide leadership and direction for strategic planning and change management initiatives, project management, and administrative policy development and implementation. The position will provide leadership for and serve the needs and interests of the students at the TTUHSC School of Nursing. He/she will be responsible for conducting the admission process for all programs and the overall student programs for the school.

ESSENTIAL DUTIES and RESPONSIBILITIES: includes the following, with other duties that may be assigned by the Dean of the School.

1. Serves as the dean’s liaison with the Vice Presidents, Deans and other institutional and system administrators to ensure the cultivation of relationships and operational management activities designed to meet the mission and goal of the TTUHSC and the School of Nursing.
2. Oversee, direct and collaborate with school leadership as well as institutional leadership on a broad range of projects including design, development, coordination and implementation of operational plans, strategic planning, program expansion, dean-initiated activities as well as serving as a strategic advisor to various stakeholders to attain school and institutional goals.
3. Serve as a member of the Executive Council of the school.
4. Partners with all Associate Deans and Department Chair to ensure have a positive learning experience that results in competent professionals who can meet the health care needs of the state and nation.
5. Collaborate with Regional Dean on addressing the needs of students at all regional campus locations. This includes involvement with appropriate stakeholders as identified.
6. Interact and liaison with business, industry, government and community officials and stakeholders in the representation and development of strategic programs and initiatives in alignment with school priorities and goals.
7. In collaboration with school academic leaders, oversee the integration for continual quality improvement of a wide array of data related to student programs and support.
8. Serves on institutional committees at the request of the dean (i.e. HSC Space Committee, Process Improvement and Evaluation Committee, Executive Student Affairs Workgroup, AVI Committee, Abilene Campus Leadership Committee, One Team Fellows Advisory Team, etc.).
9. Utilize skills and prior experience to effectively recruit, train, evaluate, motivate, resolve problems/conflicts, conduct performance management, and build an effective, cohesive, service-oriented, team environment.
10. Partner with and provide information to the Son Development Officer in the acquisition of IA dollars to support the mission of the School of Nursing.
11. Provide executive leadership for the following departments within the School of Nursing: Advising and Admissions, Enrollment Management, Educational Technology, and Customer Support. A total of xx staff are affiliated with these departments.
12. Responsible for the receipt and management of all grievances and appeals within the School of Nursing. This includes Grade, Non-Grade, Conduct and Academic Misconduct. Serves as the Conduct Board Administrator for the School of Nursing.
13. Serves as a member of the School of Nursing Wellness Team. In partnership with the Director of Wellness, develop and coordinate the implementation of the Wellness Department. Serve as a liaison for faculty and students in managing wellness concerns while focusing on being academically successful.
14. Provide executive leadership for all affiliation contracts and articulation agreement for the School of Nursing.
15. Assures continuity of the Criminal Background Check process for all departments and provide the final review and approval for student matriculation.
16. Serves as a liaison to HSC Student Affairs, Registrar’s Office and Bursar's Office.
17. Maintains membership in and participates in activities of professional associations.
18. Serves as a knowledgeable resource person to colleagues, students and community.
19. Shares professional expertise at the regional, state, national and international level.
20. Collaborates with others to insure smooth transitions between recruitment, application, admissions processing, enrollment and graduation.
21. Performs other duties as assigned.
SUPERVISORY RESPONSIBILITIES:
Supervisory responsibilities for staff of TTUHSC SON Admissions, Enrollment Management, Education Technology and Customer Support relevant to meeting the expectations of this position.

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:
Doctoral degree with an emphasis in Higher Education Administration/Research. Strong background in higher education, including executive leadership experience. Minimum of 10 years of higher-level experience in progressively more responsible executive management roles. Degrees must be from an accredited university.

LANGUAGE SKILLS:
Excellent written and verbal communication skills. Ability to read, analyze and interpret common scientific and technical journals, financial reports and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, faculty, staff, students and members of the profession of nursing and other business entities. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to individuals at all levels, ranging from children to members of board of director and legislators.

MATHEMATICAL SKILLS:
Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

REASONING ABILITY:
Ability to define problems, collect data, establish facts and draw valid conclusions to solve problems and plan initiatives. Ability to interpret and extensive variety of technical instructions in mathematical or diagram form and deal with various abstract and concrete variables.

OTHER SKILLS or QUALIFICATION:
- Proven record of accomplishment of success in a complex, dynamic environment including effective delegation of workload, responsibility, assessment of job expectations and team development.
- Strong interpersonal and organizational skills
- Capability to manage a student programs division including maintaining confidentiality with student matters.
- Experience with budget management, human resource development and team collaboration.
- Demonstrated knowledge of curriculum development and instructional methodologies.
- Awareness of current issues/trends in student affairs and higher education.
- Community and professional leadership and networking skills.
- Commitment to the principles of affirmative action and equal employment opportunities.
- A democratic approach to interdisciplinary and intradisciplinary work.

WORK ENVIRONMENT:
Normal job functions performed within a standard office environment. Exposure to clinical patient care and/or research laboratory is likely. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CERTIFICATES, LICENSES, REGISTRATIONS:
Valid Texas Driver’s License

Developed: 03/2012
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