

ASSOCIATE DEAN FOR ADMINISTRATIVE AFFAIRS**DEFINITION**

This is administrative work in the management of school or college programs and services where an academic associate dean is normally not assigned. Employees of this class are assigned responsibility for coordinating School of Medicine and affiliated hospital relations; or serving as executive officer of the business and educational services delivery system underlying Summer Session or Continuing Education and Community Services programs. Allocating factors for positions to this class include direct and major involvement: in the overall directions of academic programs with significant management components. Work requires considerable knowledge of academic programs and related management systems common to universities. Work entails considerable contact with senior systemwide and campus administrators, academic program and support staffs, faculty, members of governance committees, professional societies and organizations, state and federal agencies, and the general public. Supervision may be exercised over professional, administrative, and technical staff. Work is performed under general supervision and is reviewed through written and oral reports and observation of results obtained.