

OFFICE OF THE DEAN

MAJOR FUNCTIONS

Directing the administrative, academic, research, and community relations activities in the School of Social Work. Overall responsibility for fiscal and personnel policies, admissions and student services, registration services, master's program, undergraduate program, and continuing education-short term programs.

- . Responsible for providing leadership in formulation of School's missions, goals and objectives and future directions.
- . Responsible for providing leadership in development of academic and administrative policies and implementation of diverse programs.
- . Overall responsibility for budget, fiscal and personnel policies and decisions.
- . Overall responsibility for grants development and administration.
- . Overall responsibility for practicum program.
- . Responsible for providing leadership in curriculum, development coordination, and ensuring quality educational programs, and ongoing successful accreditation of the Bachelor's and Master's programs.
- . Responsible for research and publications individually and providing leadership in faculty research and publication activities.
- . Responsible for providing leadership in interpreting School's policies and programs to the community and ensuring that educational programs are responsive to community and student needs.
- . Responsible for developing and maintaining ongoing professional relations with appropriate local, national, and international agencies and bodies.

Curriculum Development Services

## Administrative Support (Fiscal and Personnel) Services

Providing administrative support services in general administration, services requisite to the administration of instructional, research, and public service programs and objectives of the School, under the overall direction of the Dean.

### General Administration:

- . Assistance to Dean in arriving at administrative and program decisions by providing information, and/or recommendations.
- . Analysis and preparation of administrative memos, letters, and reports.
- . Assistance to Dean in analyzing policies and procedures to identify problematic areas and recommending alternative solutions.
- . Assistance to Dean in working with relevant university/community agencies and public offices on joint activities and programs.

### Fiscal Administration:

- . Assistance in development and control of budget
- . Procurement of services and goods
- . Maintenance of accounts
- . Contract administration
- . Support for grant administration
- . Maintenance, control, and inventory of property
- . Consultation on fiscal matters
- . Liaison with U.H. and community institutions relating to fiscal matters.

### Personnel Administration:

- . Implementation of personnel policies
- . Preparation of personnel documents
- . Facilitating employee relations
- . Maintenance of personnel records
- . Maintenance of safety groups
- . Consultation on personnel matters
- . Liaison with U.H. and community institutions relating to personnel matters

## Student Academic Services

Providing administrative staff support services in general administration. Services requisite to the administration of instructional, research, and public service programs and objectives of the School, under the overall direction of the Dean.

### General Administration:

- . Assistance to the Dean in arriving at administrative and program decisions by providing information and/or recommendation.
- . Analysis and preparation of administrative memos, letters and reports.
- . Assistance to the Dean in analyzing policies and procedures to identify problematic areas and recommending alternative solutions.
- . Assistance to the Dean in working with relevant university/community agencies and public offices on joint activities and programs.

### Student Admissions/Advisement:

- . Responsible for admissions process, coordination of review and disposition of all applications and correspondence, and reviewing and implementation of policies and procedures.
- . Responsible for School's recruitment efforts, including group presentations and individual counseling.
- . Chairing Admissions and Financial Aid Committee.
- . Developing and maintaining liaison with Graduate Division and other U.H. and community agencies regarding admissions and other student services.
- . Coordinating the reviewing and awarding of student traineeships and loans.
- . Responsible for student advisement program.
- . Coordinating the student orientation program and maintaining ongoing liaison with students.
- . Counseling unclassified students.
- . Responsible for academic advisement procedures.

### Registration/Class Scheduling:

- . Coordinating the scheduling of courses and classrooms.
- . Coordinating pre-registration process of students prior to U.H. registration.
- . Serving as custodian of student records.

- . Developing and maintaining liaison activities with Graduate Division regarding registration and academic advisement matters.
- . Serving on U.H. Academic Advisory Committee and Academic Procedures Committee.

Job Placement:

- . Liaison with agencies and alumni.
- . Coordinating placement services for graduates and alumni.

Bachelor of Social Work Program:

Responsible for the educational aspects of the Bachelor of Social Work Program under the overall direction of the Dean.

- . Facilitate development, implementation, and evaluation of the Bachelor of Social Work curriculum policies.
- . Facilitate development of priorities and future direction of the educational aspects of the bachelor's program.
- . Stimulation and development of new courses, and reviewing of existing courses to ensure an integrated, quality curriculum.
- . Development and overseeing of practicum placements, and maintenance of relationships with community social agencies.
- . Advisement and counseling of students on academic and school related matters.
- . Supervision of faculty workload arrangements and participation in evaluation of faculty performance.
- . Development and maintenance of liaison with appropriate U.H. and community groups with regard to the BSW.

Masters of Social Work Program:

Responsible for the educational aspects of the master's program under the overall direction of the Dean.

- . Facilitate development, implementation and evaluation of the Master of Social Work curriculum policies.
- . Facilitate development of priorities and future directions of the educational aspects of the master's program.
- . Stimulation and development of new courses, reviewing of existing courses and coordination of the curriculum.

- . Stimulation and development of practicum policies and integration of class and field learning.
- . Maintenance of close contact with students on academic and School related matters.
- . Supervision of faculty workload arrangements and participation in evaluation of faculty performance.
- . Liason with appropriate U.H. community groups.

Continuing Education - Short-term Program:

Coordinate the instruction and training activities to upgrade professional competence of social work practitioners, under the overall direction of the Dean.

- . Develop, plan and implement training programs for improving competency of social welfare personnel.
- . Coordinate course offerings through continuing education and special institutes and workshops in the community.
- . Provide consultation to social welfare agencies in staff development.
- . Develop and maintain liaison with community in collaborative efforts to deal with social welfare issues and problems.
- . Develop grant proposals for extramural funds.