

# Texas Tech University Health Sciences Center

## Job Description

<b>Job Title:</b> Assistant Dean for Student Services, School of Pharmacy	<b>Job Code:</b>
<b>FLSA Status:</b> Exempt	<b>Division:</b> School Administration
<b>Reports To:</b> Dean, TTUHSC SOP	<b>Prepared Date:</b> 9/05/04
<b>Prepared By:</b> Summer W. Balcer, M.Ed.	<b>Approved Date:</b>
<b>Approved By:</b> David Fry, VP Human Resources	

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**Summary:** As the chief administrative officer responsible for conducting the admissions process and overall student services, the Assistant Dean is responsible to the Dean to:

**Essential Duties and Responsibilities:** includes the following, with other duties that may be assigned by the Dean.

1. Prepare, in consultation with the Department Chairs, the schedule of classes and maintain the academic schedule.
2. Serve, without a vote, as the Secretary and Dean's representative to the Student Affairs Committee and all subcommittees.
3. Develop an active student recruitment program. Typical activities include:
  - Prepare the School's recruitment materials.
  - Initiate and support pre-pharmacy clubs at feeder institutions.
  - Represent the School at career days, etc.
4. Direct the application and admissions process for the Pharm.D. programs of the School. Typical activities include:
  - Serve, without a vote, as the Secretary and Dean's representative to the Admissions Subcommittee.
  - Assure that information and requests for application packets are answered promptly.
  - Maintain files on applicants, notifying each applicant of the status of their file.
  - Assure that applications are properly processed for further action. Maintain confidentiality of the students' records.
  - Forward completed files of applicants for the Pharm.D. program to the Admissions Subcommittee.
  - Arrange and coordinate the interview schedule for each individual applicant.
  - Collate and summarize appropriate student information for use by the Admissions Subcommittee.
5. Represent the School to University-wide instructional service units as it relates to student affairs issues.
6. Enroll students in courses and maintain enrollment, grades and official student files for all professional students. (Note: The Associate Dean for Experiential Programs establishes the schedule for students in the clinical program.)
7. Direct the Student Services functions of the SOP.
8. Develop an active retention and counseling program. Advise students of the services available to them through the School and University.
9. Supervise academic advising for the students in the professional program. Typical activities

include:

- Assist the faculty to develop as effective advisors.
  - Assign the professional students to the faculty for advisement.
  - Monitor the advisors to ensure both active and accurate advisement of professional students.
  - Advise all pre-pharmacy students in the pre-pharmacy program.
  - Prepare advising forms for all students in pre-pharmacy and the professional program.
  - Collate and summarize appropriate information for use by the Credentialing Subcommittee of the Student Affairs Committee.
10. Administer the scholarships and awards program of the School. Typical activities include:
- Develop a list of available scholarships and communicate the information to the students.
  - Supervise the scholarship application process.
  - Collate and summarize appropriate information for use by the Scholarships and Awards Subcommittee of the Student Affairs Committee.
  - Develop a list of available awards and present this information to the Scholarships and Awards Subcommittee of the Student Affairs Committee for their selection.
11. Conduct the selection process for the faculty incentive programs relating to teaching and student services.
12. Supervise class pictures (both individual class photographs and graduating class photo).
13. Supervise the annual graduation program.
14. Serve on the Executive Committee of the School of Pharmacy.

**Supervisory Responsibilities:** Supervise the professional and clerical staff assigned to the office.

**Education and/or Experience:** Have earned a master's degree; five years in an administrative position with duties and responsibilities for academic and fiscal management.

**Language Skills:** Excellent written and verbal communication skills. Ability to read, analyze and interpret journals, financial reports, and legal documents. Ability to respond to common inquires or complaints from customers, faculty, staff, students, and members of the profession of pharmacy and other business entities.

**Reasoning Abilities:** Ability to define problems, collect data, establish facts and draw valid conclusions to solve problems and plan initiatives.

**Other Qualifications:** Demonstrated ethical behavior, professionalism, interpersonal skills, leadership and management abilities sufficient to effectively direct the Office of Student Services.

**Work Environment:** Normal job functions performed within a standard office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.