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# Example of Associate Dean Job Description

Our company is looking to fill the role of associate dean. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for associate dean

* Guides the campus nursing programs participation in quality monitoring processes, including program compliance with professional nursing standards and outcomes and state regulatory requirements
* Participates in development, implementation, evaluation and revision of policies and practices related to the campus nursing education programs
* Representing the ODOF to other offices on financial matters
* Managing the budget and endowed funds of the ODOF
* Providing forecasts on major budget elements
* Working with academic departments and the Provost's office and Budget Office on financial matters
* Student Life Office & Data Manager
* SOM Financial Aid Counselor
* Advisory College Mentors
* Serve as an advocate for the needs and interests of medical students in informal and formal situations

## Qualifications for associate dean

* Commitment to a culture that nurtures diverse forms of inquiry and scholarship
* Serves on committees for the College of Nursing, Anschutz Medical Campus, and University, to advocate for the success of research-focused faculty and the college’s research mission
* Leads marketing and communication initiatives to promote the college’s research mission
* Prepares reports as required by the College, the Anschutz Medical Center administration, and external agencies
* Conducts or directs special projects as assigned
* Earned PhD or EdD in health-related field