



## Example of Associate Dean Job Description

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Our company is growing rapidly and 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

- Advise the Dean on space and resource allocation as they relate to research
- Mentor faculty in strategies for building programs of funded research and dissemination of information
- Mentor junior faculty in developing research agendas and mid-career faculty in focusing and enhancing research agendas
- Manage the daily operations of the Office of Research
- Determine the capacity, resources, limitations, and barriers to the development, submission, and ongoing management of research grants
- Promote and represent SHRP regionally, nationally, and internationally, through attendance and engagement in scientific conferences and media
- Lead school-wide efforts around research-related faculty development and mentoring programs
- Build relationships with local, national, and international foundations and facilitate communication and interaction with federal funders
- Support effective interaction between the Departments, the College, UAHS, and the University around grant and contract submission and award management
- Fulfill responsibilities of a faculty member in one of the College's academic Departments as negotiated with the Dean and Department Chair

### Qualifications for associate dean

- Maintain an individual, extramurally funded research program

- A record of solid performance as a skilled leader with the ability to grow revenues, meet budgets, measure and improve productivity and outcomes, and under take appropriate business strategies to achieve goals for sustainability
- Excellent leadership skills including strategic planning, personnel management and development, innovation and project management
- Primarily responsible for internal operations of the college
- Oversee faculty-specific activities to include recruiting, hiring, retention, and performance reviews