

University of Louisiana at Monroe

Job Description

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| Job Title | Associate Director, School of Basic Pharmaceutical & Toxicological Sciences |
| College/School/Department/Office | College of Pharmacy/School of Basic Pharmaceutical & Toxicological Sciences |
| Reports to | Director, School of Basic Pharmaceutical & Toxicological Sciences |
| Employee Classification (classified, unclassified, faculty) | 12-month Faculty |

Job Summary

The Associate Director, School of Basic Pharmaceutical & Toxicological Sciences provides administrative support to the Director and is also responsible for oversight of the undergraduate Toxicology program and the Graduate program within the College of Pharmacy.

Duties and Responsibilities

(10%) Provides administrative support and oversight for the School of Basic Pharmaceutical and Toxicological Sciences.

(45%) Responsible for all aspects of the BS in the Toxicology Program:

- Oversee the development of faculty in the department.
- Participate in recruiting, selecting, and evaluating faculty.
- Provide informal leadership to enhance faculty morale and professional development.
- Participate in the development of a departmental budget in collaboration with the administrative team
- Maintain departmental records
- Assign duties to faculty members
- Supervise departmental staff
- Maintain budget, facilities, and equipment.
- Provide long-term direction and vision for the department.
- Represent the department at professional meetings, when working with alumni, and other stakeholders.
- Complete and submit the annual Degree Program Assessment.

1. (45%) Responsible for all aspects of the Ph.D. in the Pharmacy program

- Manage or supervise the admissions process
- Manage or supervise student records, in consultation with the College's Program Data Analyst.
- Complete and submit the annual Degree Program Assessment.
- Serve on appropriate relevant committees.

In addition, the Associate Director, School of Basic Pharmaceutical & Toxicological Sciences must also:

- Maintain proficiency within academic discipline.
- Continue to teach in departmental programs.
- Attend University, community, and professional events as requested by the Dean
- Serve on committees as assigned.

Minimum Qualifications/Requirements

Education and/or Experience: Have an earned doctorate from an established institution of higher learning. Current rank of Full or Associate Professor.

Language Skills: Excellent written and verbal communication skills. Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquires or complaints from customers, regulatory agencies, faculty, staff, students, and members of the profession of pharmacy and other business entities. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to individuals at all levels, ranging from children to members of boards of director and legislators.

Reasoning Abilities: Ability to define problems, collect data, establish facts and draw valid conclusions to solve problems and plan initiatives. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with various abstract and concrete variables.

Other Qualifications: Demonstrated leadership and vision to build interdisciplinary collaborative research teams within the Department, College, University, and other academic and industrial institutions within the State of Louisiana. General knowledge of current trends in the pharmacy practice as they relate to curricular aspects of the school.

Working conditions

Normal office environment

Physical requirements

N/A

Direct reports

Faculty in the toxicology department

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| Approved by: |  H. Glenn Anderson, Dean |
| Date approved: | 06/27/18 |
| Reviewed: | |

Job description should be reviewed annually and updated as often as necessary.

