

University of Louisiana at Monroe
School of Pharmacy
Job Description

Job Title: Assistant Department Chair
Department: Basic Pharmaceutical Sciences (BPS)
Reports To: Department Chair
Prepared Date: April 4, 2007
Revised Date: April 10, 2015

Summary: As administrative officers responsible for comprehensive programmatic delivery on Department Basic Pharmaceutical Sciences (BPS), the Assistant Department Chair is responsible to the Department Chair.

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

1. Assist the Department Chair in the development of faculty in the department.
2. Assist the Department Chair in the management of the Department.
3. Assist the Department Chair in leading the Department.
 - a. Actively participate in the guiding the Department to achieve stated goals and objectives.
4. Maintain proficiency within academic discipline.
5. Provide general program support by attending University, Community and Professional events as requested by the Dean or Department Chair.
6. Serve on the Pharmacy Administrative Council.
7. Serve on professional, School and university committees as assigned.

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, School, 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.

Work Environment: Normal job functions performed within a standard office environment. Exposure to clinical patient care and/or research laboratories is likely. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.