

University of Louisiana at Monroe Job Description

Job Title	Assistant Dean for Student Affairs and Development
College/School/Department/Office	College of Pharmacy/Office of Student and Professional Affairs
Reports to	Dean, College of Pharmacy
Employee Classification (classified, unclassified, faculty)	Unclassified

Job Summary

Serves as the administrator with primary responsibility for the development and implementation of the activities related to student services, alumni relationship and development.

Duties and Responsibilities

Student Services:

- Lead an active recruitment program and collaborate with University Recruitment Services.
 - Develop, implement and maintain recruitment activities with a focus on increasing qualified recruits.
 - Represent the College at University events.
 - Facilitate the development and maintenance of relationships with feeder institutes, which includes training and support for pre-pharmacy advisors.
- Administer the Scholarship and Awards program of the college.
 - Develop a list of available scholarships and communicate the information to the students.
 - Supervise the scholarship application process.
 - Collate and summarize appropriate information.
 - Develop a list of available awards and communicate the information to the appropriate committee for their selection.
 - Administer the Pharmacy Student Emergency Loan Program.
- Develop, implement and maintain programs to assist students whose life-problems are interfering with academic performance:
 - Maintain appropriate alcohol and substance abuse education programs.
 - Administer the College's Substance Abuse Testing Program.
 - Intervene and provide counseling or appropriate referrals for students with psychological abnormalities, grief, trauma, or other life-altering events.
 - If necessary, develop and conduct support groups for COP students.
- Supervisor responsible for all Pharmacy Student Organizations.
- Staff advisor of Pharmacy Student Council.

- Services as a liaison for the Ethics and Professional Conduct Committee.
- FERPA Compliance Officer for the College of Pharmacy.
- Liaison between ULM Financial Aid and the College of Pharmacy.
- Lead, organize and facilitate Graduation activities for all programs.
- Develop, implement and maintain programs to assist students with behavioral problems in the classroom.
 - Provide programming for faculty on how to deal with student problems in the classroom.
 - Provide counseling and/or support to students when needed.
 - Refer students to the Associate Dean of Academic Affairs for disciplinary problems when necessary.
- Administer the College of Pharmacy Students with Disability Policy.
- Supervise the validation and approve all student excuses classified as University approved excuses.
- Maintain appropriate and confidential student records.
- Serve as a liaison between the College of Pharmacy and University financial aid services.
- Serve as a liaison with student services on campus.
- Maintain student confidentiality.

Alumni Relations:

- Lead an active Alumni program.
 - Maintain Alumni organization.
 - Coordinate Alumni activities.
 - Maintain Alumni Database.
- Collaborate and work with University Alumni Center

Outreach Development:

- Maintain and grow Dufilho Society.
 - Plan activities, such as member recognition..
- Maintain and grow other giving opportunities
- Develop and Lead giving campaigns.
- Collaborate and work with University Foundation Office.

Additional Responsibilities:

- Represent Deanship at College, University, Community and Professional events as requested by the Dean.
- Serve on professional, College and University committees as assigned.
- Teach in assigned courses.
- Supervises administrative personnel assigned to the Office of Student and Professional Affairs.
- Manage personnel.

- Manage budgets.
- Supervise College of Pharmacy Calendar.

Minimum Qualifications/Requirements

- Have an earned professional degree (required) and a terminal degree if the professional degree is not the Doctor of Pharmacy Degree.
- Excellent written and verbal communication skills.
- Demonstrated ethical behavior, professionalism, interpersonal skills, demonstrated academic leadership and management abilities, and general knowledge of current trends in the pharmacy practice relating as they relate to curricular aspects of the school.
- Excellent verbal and written skills
- Ability to create and establish, build and sustain strong relationships.
- Be able to articulate the College of Pharmacy’s mission and values and discuss requirements and curriculum with prospective students, school counselors and parents through one-on-one encounters, in group settings and through pre-prepared presentations.

Working conditions

Usual office conditions

May involve evenings and/or weekends with overnight travel.

May involve periods of standing during career fairs.

Physical requirements

May involve lifting and transporting recruitment materials and supplies.

Direct reports

N/A

Approved by:	 H. Glenn Anderson, Dean
Date approved:	6/27/18
Reviewed:	

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