

University of Louisiana at Monroe

Job Description

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 the Graduate program within the College of Pharmacy.

Duties and Responsibilities

(30%) Provides administrative support and oversight for the School of Basic Pharmaceutical and Toxicological Sciences.

(70%) Responsible for all aspects of the Ph.D. in the Pharmacy and Ph.D. in Pharmacology 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 school programs.
- Attend University, community, and professional events as requested by the Dean
- Serve on committees as assigned.

General Expectations

- Model the College of Pharmacy Aspirational Culture
- Play facilitating role in team meetings to encourage other team members to participate.
- Perform individual and team-assigned work/responsibilities on time and to standards.
- Receive no valid complaints about conduct during the year from stakeholders.

- Respond to requests for information from coworkers within 48 business hours of request.

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 inquiries 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

Approved by:	
Date approved:	
Reviewed:	

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