

## University of Louisiana at Monroe Job Description

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

### Job Summary

Serve as the administrative officer responsible for comprehensive programmatic delivery on School of Basic Pharmaceutical and Toxicological Sciences.

### Duties and Responsibilities

- Manage the department.
  - Participate in the development of a departmental budget in collaboration with the Dean.
  - Maintain departmental records
  - Assign duties to faculty members
  - Supervise departmental staff
  - Maintain finances, facilities, and equipment.
  
- Serve as leader for the department.
  - Provide long-term direction and vision for the department.
  - Solicit ideas for improvement of the department.
  - Plan and execute departmental faculty meetings.
  - Represent the department at professional meetings, when working with alumni, and with other stakeholders.
  
- Oversee the development of faculty in the department.
  - Recruiting, selecting, and evaluating faculty.
  - Provide informal leadership to enhance faculty morale and professional development.
  
- Maintain proficiency within academic discipline.
  - Continue to teach in departmental courses
  
- Provide general program support by attending University, Community and Professional events as requested by the Dean.
  
- Serve on the Pharmacy Administrative Council
  
- Serve on professional, college and university committees as assigned.

### General Expectations

- All Faculty are expected to be 360 degree leaders and are expected to understand and utilize GiANT leadership tools to liberate others.
- 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 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 School, 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 Basic Sciences department

<b>Approved by:</b>	Gina Craft, Interim Dean
<b>Date approved:</b>	
<b>Reviewed:</b>	3/17/26

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

