

JOB DESCRIPTION

Personnel Office Use Only  
Position No. 314986  
Non-Classified X  
Classified \_\_\_\_\_  
Exempt X Non-Exempt \_\_\_\_\_

POSITION TITLE: Temporary Associate Dean & Coordinator of Graduate Studies & Associate Professor, Education

INCUMBENT EMPLOYEE: Cathleen Seymour

EMPLOYEE CLASSIFICATION: \_\_\_\_\_ Instructional Faculty  
\_\_\_\_\_ X Administrative Faculty  
\_\_\_\_\_ Other Faculty  
\_\_\_\_\_ Other Unclassified  
\_\_\_\_\_ Classified

FUNCTION OF WORK: Provide support to academic programs in College of Education  
SUPERVISION RECEIVED: Dean, College of Education  
SUPERVISION EXERCISED: Assigned Staff

DUTIES AND RESPONSIBILITIES

<u>% to Time</u>	<u>Description</u>
100%	Assist the Dean in the overall leadership of the College of Education, including strategic planning.  Assist with accreditation activities  Assist Dean, as needed, in responding to inquiries, preparing reports, and handling administrative tasks related to academic affairs, including class schedules, catalog copy, maintaining manuals, handling student complaints and grievances, observing classes.  Serve on College and University Committees.  Teach undergraduate/graduate level courses  Work cooperatively with P-12 school personnel

07/01/2005