

Assistant-Associate Dean of Pharmacy Student Affairs  
Chicago State University

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Posted Jan. 22, 2020, expired May 24, 2020

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| <b>Job Title</b>            | Assistant-Associate Dean of Pharmacy Student Affairs  |
| <b>Department</b>           | College of Pharmacy<br><a href="https://www.csu.edu/collegeofpharmacy">https://www.csu.edu/collegeofpharmacy</a>      |
| <b>Institution</b>          | Chicago State University<br>Chicago, Illinois   |
| <b>Date Posted</b>          | Jan. 22, 2020   |
| <b>Application Deadline</b> | Open until filled   |
| <b>Position Start Date</b>  | available immediately   |
| <b>Job Categories</b>       | Associate/Assistant Dean  |
| <b>Academic Field(s)</b>    | Pharmacy - General<br>Administration  |
| <b>Job Website</b>          | <a href="https://chicagostate.peopleadmin.com/postings/12467">https://chicagostate.peopleadmin.com/postings/12467</a> |
| <b>Apply Online Here</b>    | <a href="https://chicagostate.peopleadmin.com/postings/12467">https://chicagostate.peopleadmin.com/postings/12467</a> |
| <b>Apply By Email</b>       |   |
| <b>Job Description</b>      |   |

Assistant-Associate Dean of Pharmacy Student Affairs

The Assistant/Associate Dean for Student Affairs is the administrative officer responsible for the planning, development and administration of the Office of Student Affairs and serves as the administrative adviser to student government at the College. The Assistant/Associate Dean oversees academic standards, academic and student support services, professional student recruitment, the College admissions program, student scholarships/awards program, student professionalism, and other student-related services for the professional program. The Assistant/Associate Dean administers

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the budgets for recruitment, admissions, and student learning resources. (S)he is responsible for creating a student support system within the College that interfaces with University student support services. The Assistant/Associate Dean for Student Affairs is a member of the Executive Council and reports to the Dean of the College of Pharmacy.

### Job Description

#### Duties and Responsibilities:

- Responsible for the administration of the Office of Student Affairs.
- Responsible for all administrative aspects of the student admissions and recruitment process for the College. This includes providing administrative support to the Admissions Committee, reviewing applications and preparing admissions data, maintaining admissions records, analyzing demographic trends, and developing recruitment strategies.
- Ensure compliance with regulations required by accrediting bodies and other agencies as related to student affairs and program assessment.
- Collaborate with faculty to develop policies and procedures related to student affairs including those related to drug usage, professionalism, and criminal behavior
- Serve as the Office's fiscal officer and provide sound financial stewardship.
- Supervise, evaluate, and directs the activities of student affairs staff.
- Coordinate special events in support of the College's programming (e.g., new student orientation, white coat ceremony, graduation activities, etc.).
- Coordinate the College Calendar of Events.
- Monitor student academic probation and maintain accompanying records.
- Provide information and administrative support for the Academic Standing and Grievance Committees.
- Develop and provide extracurricular programming that is consistent with student growth and development (academic, personal and professional) and the mission of the College.
- Responsible for all administrative aspects of the student retention process for the College.
- Coordinate student counseling services, learning support services, and faculty academic advising activities.
- Assist and support student government, student professional and fraternal organizations, their officers, and faculty advisors.
- Monitor social functions of student government/student organizations and administer and authorize disbursements from appropriate financial accounts.
- Administer the Pharmacy Student Emergency Loan Program.
- Serve as a liaison between the College and the University Office of Financial Aid.
- Provide administrative support to the Scholarship and Awards Committee and maintain related records.

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- Serve as a member of the College of Pharmacy's Dean's Executive Council
- Deliver curricular content, as assigned, within the professional curriculum.
- Perform other duties as assigned by the Dean.

### Minimum Qualifications

Possess a terminal degree (PharmD or PhD, Pharmaceutical Sciences); Pharmacy faculty experience; administrative experience in Student Affairs with duties and responsibilities for academic and fiscal management

### Preferred Qualifications

Pharmacy academic and administrative experience; faculty experience in a College/School of Pharmacy, and administrative experience in Student Affairs.

### Knowledge, Skills and Abilities

Excellent written, interpersonal and group communication skills; skilled with managing budgets, financial reports, and legal documents; ability to work effectively on teams; ability to collect and interpret data;

ability to develop initiatives to address problem resolution; experience with student organizations; and demonstrated ethical and professional behavior sufficient to effectively direct an academic unit.

### Special Instructions to Applicants

Submit a curriculum vitae, cover letter, and contact information for three references.

Apply Online at: <https://chicagostate.peopleadmin.com/postings/12467>

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### Contact