

POSITION DESCRIPTION

POSITION:	Dean of Graduate Studies
POSITION NUMBER:	0384.2
PAY GRADE:	E8
FLSA STATUS:	Exempt
DEPARTMENT:	Graduate Studies
REPORTS TO:	Provost

JOB PURPOSE:

Responsible for strategic planning for the University Graduate Studies. Oversees, develops and implements institutional policies related to the areas of graduate education, graduate student scholarship, the academic quality of graduate programs, faculty recruitment, and graduate student recruitment including: admission, retention, financial aid, and academic achievement.

This position description indicates in general the nature and levels of work, knowledge, skills, and abilities. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required or assigned to this position.

JOB DUTIES & RESPONSIBILITIES:

- Develops and approves departmental plans, goals and objectives and ensures compliance to contractual obligations, requirements, and the strategic plan.
- Achieves financial objectives by preparing and administering the operational budgets.
- Develops method and procedures for evaluating the effectiveness of graduate programs.
- Interprets and communicates program goals and objectives.
- Develops the course contents of graduate studies in collegial consultation.
- Provides final approval of student admission to the college as well as their graduation.
- Develops and implements the academic and admissions standards of the college and the universities as well.
- Leads the program review process to ensure maintenance of the highest standards of excellence.
- Coordinate with Deans, Office of Institutional Research, and Academic Affairs on matters of graduate student education, curriculum, support, and research.
- Promote graduate-specific efforts for enhancing diversity in graduate programs and coordinate with other diversity programs and initiatives on campus.
- Oversees graduate teaching assistant appointments
- Assists the Provost in developing the Academic Affairs budget request associated with graduate programs and department budgets.
- Monitors course schedule planning, faculty evaluation, faculty development, and curriculum development.

- Provides leadership, advice, and helps to implement strategic planning, vision and mission of the University.
- Establishes and implements short and long range department goals, objectives, policies, and operating procedures; monitors and evaluates program effectiveness; effects changes required for improvement.
- Teaches courses each semester.
- Represents the University at various community and/or business meetings; promotes existing and new programs and/or policies.
- Keeps leadership and other departments informed of status of department activities by attending meetings and submitting reports.
- Keeps abreast of new technologies and principles by conducting research, attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; conferring with representatives of contracting agencies and related organizations.
- Maintains confidentiality of all privileged information.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES:

- Hosts regular staff meetings to ensure communication among personnel regarding departmental activities.
- Oversees the supervision of staff, including work allocation, scheduling, training, and problem resolution.
- Increases staff and faculty effectiveness by recruiting, hiring, selecting, orienting, training, coaching, counseling, evaluation and disciplining, and terminating personnel appropriately; communicates values, strategies, and objectives.
- Obtains, develops and maintains necessary personnel, training, and equipment to achieve financial, operational, and compliance expectations.
- Preparing and maintaining departmental budgets and oversee compliance throughout fiscal year; time keeping and approval.

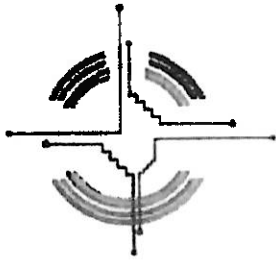
MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Doctoral degree in graduate related field.
- Seven years progressive work experience in overseeing graduate studies, administrative and operational functions in higher education.
- Five years in supervisory or management capacity.
- Valid and clean state driver's license.
- Must be able to pass background check, with NO prior convictions of any felonies and no history of child abuse and/or neglect.

The Navajo Nation Preference in Employment Act applies to all hiring, promotions or transfers of individuals into this position.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.



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- Knowledge and understanding of the mission, goals, and objectives of higher education.
- Knowledge and understanding of graduate studies.
- Knowledge of customer service standards and procedures.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment, specifically Word, Excel, Access and PowerPoint.
- Skill in planning, organizing, coordinating and prioritizing work activities.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in supervising, training, and evaluating assigned staff.
- Skill in budget preparation and administration.
- Ability to perform complex tasks and to prioritize multiple projects.
- Ability to maintain confidentiality.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to make solid decisions and exercise independent judgment.
- Ability to be persuasive and tactful in controversial situations.
- Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
- Ability to communicate effectively in the Navajo and English language.

PHYSICAL DEMANDS:

- While performing the duties of this job, the employee frequently sits, stand, walk, bend, stoop, and squat.
- Use hands for dexterity of motion, repetitive movement of both hands.
- Have normal auditory, visual acuity, and verbal communications skills.
- The employee must occasionally lift and carry up to 25 pounds.

WORK ENVIRONMENT

- Work is typically performed within an office or interior environment with normal noise levels.
- Travel may be required.
- Tight time constraints and multiple demands are common.
- Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.