

University of Louisiana at Monroe Job Description

Job Title	Senior Associate Dean, Administrative & Cultural Affairs
College/School/Department/Office	College of Pharmacy/Administration
Reports to	Dean, College of Pharmacy
Employee Classification (classified, unclassified, faculty)	12-month Faculty

Job Summary

Serves as the Administrator with primary responsibility for the Business functions of College. Provides guidance to College & University for cultural issues.

Duties and Responsibilities

Includes the following, with other duties that may be assigned by the Dean:

1. Oversee all business office related activities for the College of Pharmacy.
 - a. Provides leadership and support of the colleges purchasing, receiving and other business activities.
 - b. Day-to-day management of the college's budget and accounts reconciliation.
 - c. Serves as the primary HR administrator for the College of Pharmacy.
2. Leadership & Culture
 - a. Develops, implements, and provides oversight of the college's cultural vision.
 - b. Work with the Office of the Provost to develop and implement a plan for 360-degree leadership development at the University.
3. Serve as ex-officio member of COP committees as assigned.
4. Consult with IT staff regarding:
 - a. computer processes and systems.
5. Miscellaneous
 - a. In association with the Dean and other Associate Deans, determine the charge of and appoint members to College of Pharmacy committees.
 - b. Assist Directors in coordinating activities among Schools within the College.
 - c. Provide general program support by attending University, Community and Professional events as requested by the Dean.
 - d. Teach in assigned courses.
 - e. Maintain active scholarship program.
 - f. Other responsibilities as assigned by the Dean.
6. Actively participate in at least one professional/scientific association in region, Louisiana, and nationally.

7. Serve on the following College and University Committees as assigned
 - a. College of Pharmacy Administrative Council
 - b. College of Pharmacy Dean's Council
 - c. College of Pharmacy Dean's Advisory Council

General Expectations

- All Faculty are expected to be 360-degree leaders and are expected to understand and utilize leadership concepts to liberate others.
- Serve as facilitator 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 professional pharmacy degree (Preferred) (B.S. or Pharm.D.) and a terminal degree if the professional degree is a not a Pharm.D.; five years relevant experience in pharmacy education. Documented accomplishments in teaching, research, and service at a level to be appointed as a professor/associate professor in one of the academic departments of the College.

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 ethical behavior, professionalism, interpersonal skills, leadership, and management abilities sufficient to effectively direct the support staff. Imminent knowledge of current professional trends in pharmacy, and general knowledge of current trends in the pharmacy practice relating as they relate to curricular aspects of the college.

Working conditions


Normal office environment

Physical requirements

N/A

Direct reports

Senior Accounting Coordinator, Technology Manager, Program Impact Analyst,
Business Office Administrative Personnel

	
Approved by:	H. Glenn Anderson, Dean, CHPS
Date approved:	6/6/24
Reviewed:	

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