

## Prairie View A&M University Position Description

The Position form is used to record the duties, responsibilities, qualifications sought and fiscal impact of classified and nonclassified positions. This information is the basis for determining the title, salary rate, and Fair Labor Standards Act exemption status for positions. To achieve these purposes, it is essential that detailed and exact information pertaining to current duties, responsibilities, and qualifications be accurately recorded on this form.

### **Employee Details**

Employee First Name [REDACTED]

Employee Last Name [REDACTED]

Employee UIN [REDACTED]

### **Position Title**

**Classification title:** Associate Dean

**Title Code:** 9107

**Job Category:** No Response

**FLSA:** Exempt

**Minimum Salary or Hourly Rate  
(Applicant View):**

**Salary Range:** Not Specified

### **Minimum Education Requirements:**

### **Minimum Experience, Knowledge, Skills & Abilities:**

Level and type of experience needed: Please indicate the specific job experience that a new employee should bring to this position. For example, "accounting experience in an education environment" vs. "accounting experience". Be sure that the experience stated is what is actually required by the job, not what is preferred.

### **Required Certification(s)/License(s) -**

List name and level of certification (s)/license(s):

### **Position Details**

#### **Job summary/basic function:**

The Associate Dean sets out the academic vision established by the Dean and the faculty to ensure superior student services and academic programming.

#### **Proposed New Title:**

Use only if '0000-Uncertain' was selected on previous page.

#### **PIN #:**

If PIN # does not exist, please type in NEW. 5365

**Final Approved Salary:** \$120,000

**Job Category:**

Pay rate:

College/Division or Department: W.R.G. College of Education

Location: As assigned

**Primary Purpose of Position**

Briefly summarize the purpose of the position. (Limit summary to 1 to 2 sentences)

Establish and maintain a culture of high achievement and expectations throughout the college utilizing all relevant education metrics and indicators including entry level standards, NSS results and enrollment. Provide supervision guidance and professional development to all department heads and directors within the College of Education

**Minimum Education Requirements:**

Doctorate in one of the areas offered in the College (Educational Leadership or Policy, Counseling Curriculum or Instruction) or a closely related discipline

**Preferred Education Requirements:**

Ph.D. Educational Administration, Educational Policy or Educational Leadership.

**Preferred Education Requirements:**

Is continuing education/professional development required in a field directly related to the incumbent's job duties and responsibilities?

Eight years experience as a collegiate professor; five years experience in a K-12 environment; three years experience in K-12 leadership; knowledge of assessment, standards, curricula mapping and alignment, SACS and NCATE; eligibility for the rank of full professor.

If yes, please describe:

**Minimum Experience, Knowledge, Skills & Abilities:**

Level and type of experience needed: Please indicate the specific job experience that a new employee should bring to this position. For example, "accounting experience in an education environment" vs. "accounting experience". Be sure that the experience stated is what is actually required by the job, not what is preferred.

Eight years experience as a collegiate professor; five years experience in a K-12 environment; including some experience in administration/leadership; knowledge of assessment, standards, curricula mapping and alignment, SACS and NCATE; including some experience in administration/leadership; three years as a collegiate department head. Superintendent certificatin preferred.

**Preferred Experience Requirements:**

**Required Computer/Software Skills:**

MS Office Suite

**Other Required Skills:**

Outstanding verbal communication skills; ability to motivate students, staff, and faculty.

**Verbal Skills:**

Excellent

**Written Skills:**

Excellent

**Computer Skills:**

Excellent

**Required Certification(s)/License(s):**

(Please list name and level of certification(s)/license(s).)

Coll. Education

**Department:**

Mrs. Jerelyn Mosley Jones

Creator's Phone/Extension: 3600  
 Creator's PVAMU Email: jdmosley@pvamu.edu  
 Supervisor's Name: Dr. Lucian Yates, III  
 Supervisor's Title: Dean  
 Supervisor's Phone/Extension: 3600  
 Supervisor's PVAMU Email: lyates@pvamu.edu  
 Search Committee:

**Search Committees are required for all positions of director level or higher, tenure and tenure track faculty positions.**

Please list each member of the Search Committee, including the Search Chair. List each member's Professional Area/Department, Gender and Ethnicity.

Faculty Search Committees should consist of a minimum of 5 committee members.

Please list any questions you would like to ask all applicants who apply to this posting:

Minimum screening questions, etc.

Departmental users with permission to access position information (include all departmental HMs and contacts accessing this position)

Dr. Marion Henry (Chair - Black Male)  
 Dr. Pamela Barber- Freeman (Black Female)  
 Dr. Clarissa Booker (Black Female)  
 Dr. William Parker (Black Male)  
 Dr. Judith Hansen (White Female)

1. How would you ensure adherence to university goals and objectives?
2. How would you implement a balanced scorecard within the College of Education?
3. Describe how your experience would contribute to sustainable growth in the college

Manager, Hiring  
 Director, Dean  
 Mosley, Jerelyn  
 EDWARDS, COURTNEY

1. Curricula alignment and mapping;
2. Knowledge of SACS, INCATE
3. Knowledge of assessment practices
4. Student Based Budgeting
5. Maintenance and operation of facilities
6. Knowledge of Human Resources
7. Knowledge of faculty professional development

Please list any other advertising sources you would like to use:

Department Comments:

### Job Duties

Percent of Duty Total:**100**

#### 9 Records

% of Time	Responsibility / Duty	Essential Function
20	Work closely with the Dean, Department Heads, fellow Associate Deans and all university team members to recommend and develop education policy and ensure its implementation, champion excellence in teaching and learning and promote innovation to enhance student experiences	Essential
10	Be knowledgeable and available to represent or take on the responsibilities of the Dean, Department Heads or Directors of the College in their absence.	Essential

<b>10</b>	Encourage deeper student engagement at the graduate level through the enhancement of learning and engagement in key program areas	Essential
<b>10</b>	Increase the capacity of the College to build and maintain relationships with key education users and stakeholders; communicate University and college strategies and policies for education to academic, professional and support staff within the college.	Essential
<b>10</b>	Strengthen the reputation of the college by implementing communication strategies and ensuring that channels of communication are available between the college and key stakeholders	Essential
<b>10</b>	Develop strategies, in consultation with the Dean, for allocation of resources, management and support structures to deliver the college's strategies and policies for education and resultant improvements in the metrics for entry standards, NSS and enrollment growth	Essential
<b>10</b>	Direct curriculum development to embed research based learning and teaching, sustainability and an international dimension	Essential
<b>10</b>	Provide clear and effective leadership to the college by promoting a sense of collegiality and ambition, encouraging productivity and ensuring the college delivers its academic program	Essential
<b>10</b>	Lead and deliver innovation, interdisciplinary and collaboration in learning and teaching and curriculum development across the College and the University and with other universities and partners. (Essential) Perform other duties as assigned.(Non-essential)	Essential

### **Working/Env Conditions**

Working Conditions:

Briefly describe examples of the typical work environment:

Typical Physical Demand:

Describe the normal physically demanding activities of the position and the approximate amount of time spent during a working day performing these activities:

Describe the regular/normal work hours and days assigned (i.e., hours, days, shift, rotating shift, etc.):

Describe any work schedule that the position requires for work outside of regular hours whether compensated for or not (i.e., night attendance at meetings, etc.). Include the frequency and total hours required. (**All positions may require some evening and weekend hours.**)

Do the duties described in this questionnaire generally require travel outside the area?

If yes, please explain the purpose and the frequency of the travel:

List the equipment typically required to operate and carry out the day-to-day duties of this position. Please indicate the amount of time spent during a working day using the equipment:

### **Start Up**

No Records Found

**Work Load**

No Records Found

***Approvals:***

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*Date*

*Employee Signature*

***Human Resources  
Department:***

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*Date*

*Human Resources Representative*

*Title*