



POSITION TITLE: Assistant to the Dean
DEPARTMENT: School of Business
REPORTS TO: Dean, School of Business
SALARY GRADE/HIRING RANGE: 11/\$47,204-\$49,981
FLSA DESIGNATION: Salaried; Exempt

POSITION SUMMARY:

The Assistant to the Dean reports to the Dean of the School of Business, providing confidential support services to the Dean and working collaboratively with the Dean, Associate Dean, other directors, faculty, and staff to support the development and implementation of strategic plans, policies and programs in relation to AACSB accreditation, and supports external business community outreach efforts.

CORE RESPONSIBILITIES:

Administrative support to the Dean of the School of Business, Associate Dean, other directors, faculty and staff

- Provides high-level confidential administrative support for the Dean.
- Provide administrative support for the Associate Dean.
- Schedules appointments, meetings, conferences and retreats and assists in maintaining scheduling for an extremely busy and shifting office calendar.
- Performs a wide range of clerical and administrative functions including word processing of a wide variety of materials, which may be confidential and sensitive in nature.
- Receive and coordinate incoming correspondence and documents, including electronic mail; draft responses on behalf of the Dean.
- Manage and maintain complex records and files.
- Initiate and coordinate with the Dean in preparation of reports/materials related to participation in campus committees, School of Business meetings and functions, as well as interactions with the Board of Trustees and other campus divisions/departments.
- Take, write, and process minutes of School of Business meetings and in other appropriate meetings or appointments held by the Dean. Draft agendas and draft and write proposals related to School of Business functions and initiatives.

Develop, organize, and report annual department budgets in conjunction department leadership

- Monitors and manages the assigned budgets within the School.
- Responsible for account receivable and payable.
- Review budget reports against actual and projected expenditures; assist in preparation and submission of critical and mandatory expenses to meet university policies for department chair, faculty, and student funding management activities.

- Facilitates communication regarding School of Business budgets and budget projections with the academic affairs office and business offices.
- Maintains budget files for the School of Business.

Provide administrative support for AACSB accreditation efforts and oversee operational activities in the School of Business

- Manage the writing of AACSB documents, including the Strategic Plan and the Self-Evaluation Report.
- Organize and supervise all operational activities in the school.
- Serve as a liaison to the Business Advisory Board.

Provide administrative support for faculty recruitment

- Facilitates all faculty contracting for adjuncts, lecturers, etc. for the School of Business.
- Coordinate personnel searches while maintaining confidentiality and assist with the arrangements for search committee activities.
- Collaborate with Human Resources, Department leaders, Dean, and Office of Academic Affairs for contract development and finalization of onboarding of new employees.

Other related administrative responsibilities

- Provide direct supervision to the Program Assistant in the School of Business.
- Coordinate the efficient, balanced flow of work within the DAS office; interview, hire, and supervise student employees.
- Coordinate and assist with special projects including on-campus programs, long range planning activities, strategic planning initiatives, and other events as stipulated.
- Provide administrative support for the faculty evaluation processes as directed by the Academic Affairs office.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Exceptional written and verbal communications skills
- Ability to interact effectively with the business community
- Ability to work discretely and to maintain confidentiality
- Proven ability to multi-task
- Excellent organizational skills
- Ability to meet the physical requirements of the position, including the ability to sit, bend, stoop, walk, and stand for extended periods of time; the ability to talk on the phone, and regularly use a computer; moderate lifting (not usually more than 25 lbs.), and the ability to be mobile across campus
- Computer proficiency at the intermediate or advance level using Microsoft Office suite

MINIMUM QUALIFICATIONS:

- **Education:** Bachelor's degree required. BA in business administration or closely related field preferred
- **Experience:** Three years of directly related work experience and/or an equivalent combination of education and experience in a confidential, service-oriented, computerized work environment required
- A personal commitment to the Christian faith and to the integration of faith and learning
- Demonstrated growth in cultural competence, awareness of societal and structural inequities and proven experience in effectively establishing relationships and positive communications with students and other constituents across multiple dimensions of diversity including, but not limited to, race, gender, varying abilities, nationality, sexual orientation, gender identity, class or religious perspectives
- A commitment to the educational mission of Whitworth University as a comprehensive Christian liberal arts university affiliated with the Presbyterian church

PREFERRED QUALIFICATIONS:

- Previous work experience in a college or university setting desirable.
- Budget analysis and management experience desirable
- Datatel and SharePoint experience desirable

ADDITIONAL REQUIREMENTS: A background check, sexual misconduct check and confirmation of degrees earned will be required of the successful candidate. A resume, cover letter, faith statement, and names, addresses, and phone numbers of at least three (3) professional references will also be required.

All Whitworth University employees are required to comply with the university's COVID-19 vaccination policy.

About Whitworth:

Founded in 1890, Whitworth has consistently ranked among the top regional colleges and universities in the West. Whitworth University has an enrollment of more than 3,000 students and offers more than 100 undergraduate and graduate degree programs. With strong liberal arts undergraduate and graduate programs, Whitworth unites a robust commitment to Christian mission and service, academic rigor and care for students.

Whitworth University's 200-acre campus of red-brick buildings and tall pines offers a beautiful, inviting and secure learning environment. More than \$125 million in campus improvements have been made in recent years.

A community of committed Christian faculty and staff employees carries out the university's mission "to provide its diverse student body an education of the mind and heart," equipping its graduates "to honor God, follow Christ and serve humanity."

Our Benefits:

Whitworth University provides a robust offering of benefits and services to enhance the quality of life of its faculty and staff. Employees who are eligible for benefits may participate in health plans including medical, dental and vision; a generous retirement plan (8% employer match); life insurance and long-term disability insurance. Well-being services include spiritual enrichment, the employee assistance program, and free access to the University Recreation Center and the Megan E. Thompson Aquatic Center. Free tuition for employees and tuition remission programs for spouses and dependents round out the offerings. Additionally, Whitworth employees enjoy 17 paid holidays each year.

Whitworth complies with all federal, state, and local nondiscrimination laws that are applicable to religious nonprofit institutions and does not engage in unlawful discrimination on the basis of race, color, national origin, age, sex, or disability. With our Christ-centered commitment to building a diverse and inclusive community, the university encourages applications from populations underrepresented at Whitworth including members of racial/ethnic communities, women, and persons with disabilities.