

Assistant Dean for Graduate Studies Division

The Assistant Dean for College is required to teach and to help the Dean and Associate Dean in managing students, faculty, programs, textbooks, courses syllabi, and collaborations between the college and the university. S/he needs to support the Dean and Associate Dean to reach target enrollment goals, enhance research capabilities, and develop guidelines for the college.

A. RESPONSIBILITIES:

i. Student related

- Serve as an academic advisor to students in college.
- Keep student records; make sure that all records are accurate and regularly updated in database system.
- Keep track of student's performance and plan appropriately for future course offering.
- Maintain professional relationships with students and faculty.

ii. Academic related

- Propose and recommend courses to be offered each term;
- Identify relevant text-books and other study materials for the courses, keep it up to date;
- Prepare syllabi for each of the courses; where a particular course is outside their field of expertise, they should work with part-time faculty who teach the course to get it done;
- Ensure that faculty who teach particular courses in difference sessions follow and fulfills same expectations in a timely fashion;
- Review the exam papers draft by faculty, and to monitor exam that these are go well, exam papers are marked correctly, and the overall scores are submitted to office of registrar on time;
- Conduct regular review (every 3 years????) of curricula of their respective college. S/he encouraged to work closely with Associate Dean, Deans, and Vice Presidents, to ensure an effective, and attractive programs for the students;
- Conduct classes evaluation as per assign by Associate Dean or Dean;
- Teach few classes and substitute classes when needed;
- Associate Dean is expected to try to develop a research programme based on their past experience and the needs of their College and its students;
- Associate Dean is expected to serve on the Mini-Research Paper Committee and some other committee as per assign.

iii. Others

- Work closely with UC Toshu Fukami library and E-Library to ensure all textbooks used for the programs is available in the library in college corner.
- Properly file and organize inventory within the college, including textbooks.
- Attend meetings and university activities.

B. QUALIFICATIONS:

Must possess a Master's Degree in a related field of the college and have a minimum of 3 years working experience in an academic institution.

i. Knowledge

- Curriculum design and development
- Guideline development
- Research methodology
- Leadership

ii. Skills

- Strong personal and analytical skills
- Independently motivated with little need for instruction
- Works well independently as well as part of the team
- Time management and organizational skills
- Have good command of the English language
- Computer literacy
- Strong networking, communication skills
- Team building skills
- Critical thinking skills

iii. Personal Attributes

- Patient and Friendly
- Highly responsible
- Adherence to strict confidentiality standards
- Honest and trustworthy
- Respectful
- Flexible, highly motivated and creative
- Demonstrate sound work ethics

C. REPORT LINE:

- This position is required to report to the Dean and Associate Dean of the college.