

**MONTANA STATE UNIVERSITY
COLLEGE OF NURSING**

**POLICY # A-5
Attachment # 4**

Position Description: Assistant to the Dean

The Assistant to the Dean has the chief responsibility within the College of Nursing to coordinate administrative support activities including management of fiscal and human resources as well as creating, monitoring and implementing College-wide plans, policies and procedures related to budgeting, classified personnel, facilities, technology and administrative services.

In executing the responsibilities of this position, the Assistant to the Dean:

- Serves as the College's representative to the University Financial Aid Committee and provides financial information to the Associate Dean for the awarding of student scholarships.
- Oversees fiscal management, including budget planning and analysis
- Develops appropriate procedures and guidelines to improve efficiency related to budgeting, personnel, facilities, technology and administrative services.
- Has official signature authority for all aspects of fiscal and administrative management of the College.
- Works closely with administration and staff to evaluate and improve data collection and storage and ensure that record retention practices are consistent with state and federal guidelines.
- Responsible for organizing administrative data and generating information for yearly, quarterly and special reports for statewide and national questionnaires.
- Participates in implementing and monitoring all administrative aspects of College-wide projects.
- Serves as the hiring authority for classified staff, responsible for assessing overall College needs, writing appropriate position descriptions, coordinating recruitment efforts and serving as a major resource person for training. In addition s/he evaluates the performance of the Bozeman staff and coordinates the activities of upper division staff by acting as a coordinating, monitoring and inspection point (insuring departmental and university policies are followed and deadlines are met) and serves as a resource to upper division campus directors regarding staff recruitment, hiring, training, supervision and evaluation.
- Serves as a resource to the Dean, Associate Dean (s), Campus Directors, faculty and staff on administrative support issues and activities.
- Serves as an ex-officio member of the College's Executive Council.
- Serves as the College's representative to University committees in the absence of the Dean and Associate Dean(s).

Reviewed/Approved by:

Level I: Dean (April, 2006)

Level II: Executive Council (April, 2006)