Dean and Chief Administrative Officer, Kent State University at Regional Campus

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<th>Class Code</th>
<th>Salary Grade</th>
<th>Position Group</th>
<th>FLSA</th>
<th>Status</th>
<th>Date Issued</th>
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<td>08/01/1999</td>
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BASIC FUNCTION:
To serve as chief academic and administrative officer of a regional campus; to provide overall leadership and direction and assume responsibility for all aspects of campus administration and operation. Reports to Associate Provost for Kent State Systems Integration.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS:
Provide leadership in the development, implementation, and review of academic and administrative policies and procedures in all major areas of operation (i.e., student, instructional, administrative, business, financial services, and auxiliary services).

Administer all academic and non-academic programs.

Serve as the principal administrator for all physical plant operation and maintenance.

Lead and direct all campus outreach activities, including serving as the principal representative of the campus and the university in relations with local external agencies (e.g., advisory boards, alumni, legislators, media, community leaders, business and professional organizations, etc.); identify community programmatic needs, obtain financial support, and maintain base of public community support; serve as primary advocate and spokesperson for the campus.

Interpret and implement university policy at the local campus level; provide leadership in establishing campus objectives and goals; develop and manage all resources essential to the achievement of campus objectives and goals.

Oversee the financial management of the campus; develop and implement capital expenditure programs; develop, manage, and review budgets.

Recommend all personnel actions to Associate Provost for Kent Systems Integration.

Serve on various department, division, and University committees; represent a regional campus at appropriate University bodies, committees, councils, etc.

May teach courses.

Perform related duties as assigned

MINIMUM QUALIFICATIONS:
Terminal degree in a relevant field; eight to nine years progressively responsible experience in program development, marketing, budget, personnel; experience as a faculty member; academic record sufficient to qualify for faculty appointment at senior rank.

Knowledge Of:
Budgeting; strategic planning; personal computer applications *
University structure and academic programs
Enrollment management best practices

Skill In:
Building academic programs in the relevant field
Evaluating programs and their impact on student retention
Promoting, encouraging and facilitating the pursuit of excellence in teaching, research and other scholarly activities *
Written, verbal and interpersonal communication with the ability to communicate effectively with all components of the university and external constituents *
Supervision skills to provide support and guidance for staff *
**Ability To:**
Provide leadership and to direct others *
Outline clear goals and conceptual framework for programs *
Promote a collegial and constructive environment based on open communication, positive team building, and effective management of customer relationships *

**Assessments:**
Asterisk (*) indicates knowledge, skills, abilities which require assessments.

**Working Conditions/Physical Requirements:**
Light work-Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently to move objects. Incumbent must be able to communicate with others. Incumbent will be required to travel from building to building and off campus frequently.

**Diversity Statement**
Kent State University is committed to the creation and nurturing of a diverse community of individuals through inclusive excellence. Diversity involves recognizing the value of differences and the inclusion of all members of the community including those that experience discrimination or under representation. This is a core value of the organization as we strive for a culturally diverse student body, faculty and staff that reflect the multicultural nature of Ohio, the nation, and our world.

The intent of this description is to illustrate the types of duties and responsibilities that will be required of positions given this title and should not be interpreted to describe all the specific duties and responsibilities that may be required in any particular position. Directly related experience/education beyond the minimum stated may be substituted where appropriate at the discretion of the Appointing Authority. Kent State University reserves the right to revise or change job duties, job hours, and responsibilities.