

**University of Louisiana at Monroe**  
**Job Description**

<b>Job Title</b>	Associate Dean, Assessment & Admin Affairs
<b>College/School/Department/Office</b>	College of Pharmacy/Administration
<b>Reports to</b>	Dean, School of Pharmacy
<b>Employee Classification (classified, unclassified, faculty)</b>	12-month Faculty

**Job Summary**

Serves as the Administrator with primary responsibility for the assessment, accreditation, and administrative issues of the College of Pharmacy

**Duties and Responsibilities**

Includes the following, with other duties that may be assigned by the Dean:

- Oversee all assessment related activities for the College of Pharmacy
- Consult and coordinate with faculty and relevant committees to design, develop, and implement strategies, tools, and processes to assess all aspects of the professional program.

Provide information for website updates for organizational chart, strategic plans, and assessment data

Oversee the development and maintenance of the database designed to track progression, retention, and attrition data

#### Miscellaneous

In association with the Dean and other Associate Deans, determine the charge of and appoint members to College of Pharmacy committees.

Assist Department Heads in coordinating activities among Departments within the College.

Provide general program support by attending University, Community and Professional events as requested by the Dean.

Serve on the Pharmacy Administrative Council.

Teach in assigned courses.