

Assistant to the (Dean), (Director), or (Chairman)

University of California, Los Angeles
April, 1973

Class Specifications - F.20

Assistant to the (Dean), (Director), or (Chairman) II - 7540

Assistant to the (Dean), (Director), or (Chairman) I - 7541

SERIES CONCEPT

Under direction, incumbents assist the Dean, Director, or Chairman, in the administration of the academic program; assist and coordinate departmental faculty committees; and perform other related duties as required.

This series is established for those positions to which a Dean, Director, or Chairman, assigns substantial academic administrative and staff responsibilities of a department, school, or college. Such assignments require a complete knowledge of the department's discipline which is normally acquired only by graduate study in the discipline to at least the post-Master's level.

Incumbents identify and locate prospective faculty; compile bibliographies, program campus visits for recruitment of faculty, and compose letters relating to appointments and recommendations; serve as a permanent secretary to the unit's faculty committees, including coordinating the work of the committees and providing completed staff work; provide staff assistance in the analysis, development, and implementation of the academic programs, policies, and procedures; participate in the evaluation and development of the curriculum, including experimental courses; conduct special studies and handle special projects regarding the effectiveness of the educational program; seek new sources of financial support for faculty research and graduate students, and draft the substantive portion of contract and grant proposals; and represent the Dean, Director, or Chairman, on educational policy in discussions with University officials and outside agencies. Incumbents may also schedule classes when it is vital to understand the content of the course and resolve scheduling conflicts among faculty; act as a placement officer for graduating students; counsel students; develop the rationale for the academic budget; and study space and equipment needs based on a knowledge of the academic program.

Positions in this series are distinguished from Administrative Services Officer, and Department Administrative Assistant in that incumbents have no responsibility, or only incidental responsibility, for general administrative functions of the business and technical service operations of the department, school or college.

Positions are allocated to this series by the Chancellor on the basis of substantial academic administrative and staff responsibilities and the role of the position to the academic program.

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CLASS CONCEPTS

Assistant to the (Dean), (Director), or (Chairman) II

Incumbents actively participate and make significant contributions to the long-range academic goals of the department, school, or college. Staff assignments are broad and general in nature and are usually related to the over-all academic program. At this level, performance of staff analysis and completion of projects require that incumbents have a thorough knowledge of the department's academic program, goals, and objectives. Duties are performed under the direction of the (Dean), (Director), or (Chairman), and work is reviewed in terms of meeting goals and objectives.

Assistant to the (Dean), (Director), or (Chairman) I

Incumbents perform responsible and complex staff analysis and make contributions to the immediate academic goals of the department, school, or college. The performance of staff analysis and completion of projects require that incumbents have a general knowledge of the department's academic program, goals, and objectives. Assignments are usually short-term studies or administrative functions related to the immediate goals of the department. Duties are performed under the general supervision of the (Dean), (Director), or (Chairman).

MINIMUM QUALIFICATIONS

Assistant to the (Dean), (Director), or (Chairman) II

A Master's degree in the discipline of the department or school and four years of experience in administrative management or staff analysis.

Assistant to the (Dean), (Director), or (Chairman) I

A Master's degree in the discipline of the department or school and two years of experience in administrative management or staff analysis.