



DOANE UNIVERSITY

Assistant to the Dean - College of Business

Position Summary:

The Assistant to the Dean helps the Dean oversee College of Business operations, works on college initiatives, and provides administrative support for accreditation and assessment.

Primary Job Duties:

Help the Dean Oversee College of Business Operations

- work with faculty and staff to coordinate course offerings and schedules across campuses and modalities
- use data to calculate descriptive statistics, identify trends, and create tables/graphs
- write summary reports that can be used for decision-making

Work on College Initiatives

- help with the implementation of the college's strategic plan, DEI initiative, etc.
- research topics related to the college and its programs, such as new areas to expand into
- help coordinate efforts for partnerships, sponsorships, pathways, etc.

Provide Administrative Support for Accreditation and Assessment

- help complete supporting documentation including tables, documents, etc.
- oversee timelines for assessment and ensure program information is current and complete
- work with Department Chairs to ensure adjunct faculty have the information they need and that they provide what is requested

Education/Training:

- Bachelor's degree required

Qualifications/Skills/Abilities Required for Position:

- Strong computer skills; proficient in MS Office (Word, Excel, PowerPoint)
- Ability to take a dataset and calculate descriptive statistics and create tables and graphs
- Excellent interpersonal skills
- Ability to work with a variety of constituents inside and outside the university
- Strong written and verbal communication skills
- Ability to work on multiple projects at the same time
- Excellent organizational skills and attention to detail

Working Conditions/Travel:

- Normal business hours (M-F, daytime)
- Flexibility of location with travel required to the Lincoln and Crete campuses
- Some remote work if desired