

POSITION DESCRIPTION

Reporting to the Vice Provost and Dean for Graduate Education and a member of the Dean's Leadership Team, the Associate Dean will have a recognized record of excellence and experience that will result in strong leadership. The Associate Dean is responsible for providing high quality, intentional support services to graduate students. The Associate Dean coordinates the team's efforts to provide support related to planning, resource coordination, and advocacy of graduate student issues and the assessment and reporting thereof, in partnership with other Graduate School staff, Divisions, and in alignment with UMBC's institutional priorities. Duties and essential functions may include, but not be limited to the following:

- Lead efforts to develop new and enhance current policies and procedures consistent with the University's mission and values.
- Communicate with graduate faculty and administrators regarding issues of graduate program management, administrative processes, and federal and state/USM compliance and regulations.
- Serve as the primary point of contact for graduate student concerns and facilitate appropriate support including referrals, reporting, and triaging.
- Serve as deputy dean to represent The Graduate School in absence of the Dean.
- Provide support for the day-to-day operations of The Graduate School.
- Serve on University committees; lead/represent The Graduate School and Dean on appropriate University bodies, councils, etc.