

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

<b>Job Title</b>	Assistant Dean for Student Affairs and Development
<b>College/School/Department/Office</b>	College of Pharmacy/Office of Student and Professional Affairs
<b>Reports to</b>	Dean, College of Pharmacy
<b>Employee Classification (classified, unclassified, faculty)</b>	Unclassified

**Job Summary**

Serves as the administrator with primary responsibility for the development and implementation of the activities related to student services, alumni relationship and development.

**Duties and Responsibilities**

**Student Services:**

Lead an active recruitment program and collaborate with University Recruitment Services.

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Services as a liaison for the Ethics and Professional Conduct Committee.

FERPA Compliance Officer for the College of Pharmacy.

Liaison between ULM Financial Aid and the College of Pharmacy.

Lead, organize and facilitate Graduation activities for all programs.

Develop, implement and maintain programs to assist students with behavioral problems in the classroom.

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Manage budgets.

Supervise College of Pharmacy Calendar.

### **Minimum Qualifications/Requirements**

Have an earned professional degree (required) and a terminal degree if the professional degree is not the Doctor of Pharmacy Degree.

Excellent written and verbal communication skills.

Demonstrated ethical behavior, professionalism, interpersonal skills, demonstrated academic leadership and management abilities, and general knowledge of current trends in the pharmacy practice relating as they relate to curricular aspects of the school.