

Gaylord College of Journalism and Mass Communication Assistant Dean, Academic Affairs III

The Gaylord College is accepting applications for Assistant Dean, Academic Affairs. Candidate must have a master's degree and 36 to 47 months administration and management experience. Equivalent experience in lieu of the master's degree is not permitted for this listing. Supervisory experience, computer literacy, and written and oral communication skills are a must. Knowledge of the journalism and mass communication fields a plus.

Candidate's job function will be:

- Organize, supervise and manage the College's Student Services Center.
- Work with faculty and staff to create and maintain extracurricular opportunities for students;
- Administer policies concerning admission retention and enrollment;
- Coordinates all academic advising activities;
- Coordinates, supervises and manages the course schedule planning;
- Oversees coordination for academic functions and student related activities within the College;
- Participates in the planning of the College programs and services;
- Monitors compliance with standards established by the ACEJMC on issues dealing with curriculum and assessment;
- Supervises career planning and placement;
- Implements policy for student academic misconduct and appeals;
- Coordinates scholarship and awards in conjunction with Scholarship and Awards Committee.

If you know someone who would like to apply, please send them to the Human Resources website - <https://jobs.ou.edu>.