Position Descriptions

Dean
The dean, College of Education and Human Development, reports directly to the provost/vice president for academic affairs and serves as the chief academic administrator of the college. The dean is administratively responsible for planning, organizing, coordinating, directing, and evaluating the cooperative efforts of the College.

Associate Dean
The associate dean reports directly to the dean of the College of Education and Human Development and coordinates all activities related to undergraduate programs.

Assistant Dean
The assistant dean in the College of Education and Human Development reports directly to the dean. The assistant dean, working with the dean and other personnel, is administratively responsible for planning, organizing, coordinating, directing activities as assigned.

Department Chairs
The chair of each academic department administers the disciplines assigned to the department in matters of academic program planning, curricula, budgets, staffing and program maintenance and evaluation. The department chair reports to the dean of the College of Education and Human Development and serves as liaison between the dean and the faculty and staff. The department chair is a half-time mid-administrative position as defined in the university policy pertaining to mid-administrative appointments and compensation.

Faculty
Faculty duties and responsibilities are outlined in University Rule 12.01.99.C1.03.

Business Coordinator
The business coordinator is responsible for monitoring and the monthly reconciliation of College of Education and Human Development budget accounts; identifies account discrepancies and consults with the dean, director, chairperson, appropriate faculty, staff and university departments as necessary. Offers assistance to department chairs and administrative assistants who are responsible for monitoring and month reconciliation of their department accounts. Provides accurate and complete financial information as requested by designee. Serves as liaison with the university budget officer for matters related
to the division’s budget. Prepares invoices for contract services, reconcile accounts, check for accuracy in monthly reports. Assists all departments in annual budget requests and preparation of required forms, to include adjustments, fiscal requests and other budget related items. Creates new account requests for the departments.

**Communication Specialist**
The communication specialist is responsible to the dean of the College of Education and Human Development and coordinates all external publication activities related to the college. The communication specialist provides research in support of college initiatives, including examining, organizing, and presenting academic and enrollment information, collaborating and consulting on general and technologically based outreach, and strategizing.

**Certification Coordinator**
The office of certification coordinator is located in the College of Education and Human Development, but also serves all colleges in the university with teacher certification programs. Information regarding state certification matters is disseminated to program area faculty representatives and the deans of colleges to ensure up-to-date advising of students and planning of teacher/professional service preparation programs. Further liaison responsibilities exist between the certification coordinator and the State Board for Educator Certification (SBEC) in fulfilling the duties of this position.

**Academic Advisors**
Academic advisors are responsible to the university director of advising and the associate dean. Academic advisors in the College of Education and Human Development are professional non-faculty staff who provide academic advising services and programs that promote comprehensive educational opportunities for students. Academic advisors work as part of a team using a student-centered focus on to attain, maintain and retain students and prospective students throughout their higher education experience. Advisors are cross-trained.

**Administrative Associates**
Responsible for assisting, coordinating, and communicating with department chairs and area coordinators in all areas, including the maintenance of course syllabi, student files, preparing correspondence, keeping calendars/appointments, greeting visitors and students on the phone or in person, responding to inquiries and providing information when requested, helping to orient new faculty, setting up meetings, supervising student assistants, and ordering supplies. Prepare and process Travel Authorization Requests for faculty and students.
awarded travel funds. Maintain faculty travel files. Maintain and reconcile departmental accounts. Purchase departmental supplies using a university procurement card. Keep inventory of supplies and purchase when needed. Maintain office equipment. Ensure that faculty are aware of the due dates to submit textbook orders to University bookstore. Order desk copies for faculty if necessary. Create and input course data in Banner, create spreadsheet with courses, run error reports and make corrections when necessary. Enter catalog changes and new course descriptions. Prepare financial documents for department faculty, such as petty cash reimbursements and purchase orders. Prepare and submit EPAs. Organize special events. Other duties as assigned.

**Principal of the Early Childhood Development Center**
The principal of the Early Childhood Development Center administers the school in matters of academic program planning, curricula, budgets, staffing and program maintenance and evaluation. The principal reports to the dean of the College of Education and Human Development and serves as liaison between the dean and the faculty and staff. The principal is a full-time mid-administrative position.

**Director of the Antonio E. Garcia Arts and Education Center**
The director of the Antonio E. Garcia Center reports directly to the assistant dean. The director is responsible for (1) the oversight of student success and community engagement initiatives and the management of the Garcia Art Center with full responsibility for operating budget including responsibility for grants, foundation gifts and special funding awarded for programs implemented at the Center; (2) Directing collaboration between the College of Education and Human Development/TAMUCC and the Art Museum of South Texas to ensure arts related programming continues at the Garcia Center; (3) coordinates the scheduling of the facility with civic groups and private organizations and responds to specific requests, and (4) assures that safety standards/precautions and policies and procedures are in place and adhered to, and maintains appropriate confidentiality according to FERPA standards in regard to student records and files.