### JOB DESCRIPTION

**Job Title:** Associate Academic Dean  
**Job Function:**  
**Job Code:** 195L51

<table>
<thead>
<tr>
<th>Family:</th>
<th>Level of Management:</th>
<th>Set ID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mercy College of Ohio - Academic Affairs</td>
<td>Manages staff &amp; mgrs</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reports To:</th>
<th>FLSA</th>
<th>Status:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice-President of Academic Affairs/Dean of Faculty</td>
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</tr>
</tbody>
</table>

**Scope of Responsibility:** as indicated

**Number of Direct Reports:** Four to Six

#### APPROVAL

<table>
<thead>
<tr>
<th>MANAGEMENT</th>
<th>COMPENSATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td></td>
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<tr>
<td>Title:</td>
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<tr>
<td>Date:</td>
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<table>
<thead>
<tr>
<th>JOB SUMMARY (2-4 sentences)</th>
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The new role of Associate Academic Dean provides leadership and assists to set strategic direction for designated departments and divisions within the academic unit of the college. This position will report directly to the Vice-President of Academic Affairs/Dean of Faculty.

**Mission/Core Values:** It is expected that all of the duties and responsibilities of this position will be performed in a manner consistent with the Ministry’s Standards of Behavior (CARE; Compassion: seeks to understand, listen and explain; Advocate: is the voice for the vulnerable; Respect: demonstrates the highest regard for and welcomes all people; Excellence: commits to the highest standard of quality care, joyful service, and teamwork) and in a manner that reflects the core values of Mercy Health which are: Excellence, Human Dignity, Justice, Compassion, Sacredness of Life and Service. All supervisors and above are expected to model the organizational mission and values through their daily actions, decision making and priority setting. All supervisors and above are expected to develop, implement and monitor short and long range plans to meet or surpass standards consistent with the overall strategic plan.

**ESSENTIAL FUNCTIONS (7-10 statements)**

<table>
<thead>
<tr>
<th>% Time</th>
<th>Overall responsibility/oversight for certificate, undergraduate and graduate level education and new degree program development; works directly with the academic program developer in collaboration with various academic leaders to design, develop and implement new degree programs; attends various meetings representing administration.</th>
</tr>
</thead>
<tbody>
<tr>
<td>20%</td>
<td></td>
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</tbody>
</table>

| 5%     | Works with academic program developer in conjunction with various academic leaders regarding new degree programs. Assists with and oversees state and regional authorization of programs. Assists with professional accreditation, when applicable. |

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The above is intended to describe the general content and functions of this job. It is not to be construed as an exhaustive list of all duties or responsibilities. Employees may be required to perform other job-related duties as required by their supervisor, subject to reasonable accommodation. The job description is subject to continual revisions as needed for patient care. Due to the services and care provided by this institution, personnel may be requested to serve in related capacities as determined by their qualifications in a different unit, department, and campus, in an effort to not disrupt patient care and continue to provide a safe environment to our patients. All employees are expected to follow Mercy Health policies and procedures, maintain high standards of safe work performance, and maintain good attendance and punctuality.

**MINIMUM EDUCATION**

<table>
<thead>
<tr>
<th>Required Minimum Education:</th>
<th>Post Graduate Degree (Ph.D)</th>
<th>Specialty/Major: Higher Education/related field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preferred Education:</td>
<td>Post Graduate Degree (Ph.D)</td>
<td>Specialty/Major: Higher Education/related field</td>
</tr>
</tbody>
</table>

☐ Combination of post-secondary education and experience will be considered in lieu of degree.

**LICENSURE/CERTIFICATIONS (must be non-expired/active unless otherwise stated):**

Required:

Preferred:

**MINIMUM QUALIFICATIONS**

<table>
<thead>
<tr>
<th>Minimum Years and Type of Experience:</th>
<th>5 years of successful regionally-accredited higher education (academic program/division) leadership (i.e., Dean level or higher) Doctoral preparation required (PhD, EdD, DNP, etc.).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Knowledge, Skills and Abilities Required:</td>
<td>Experience with undergraduate and graduate level academic degree program development (prefer health-science programs); successful academic leadership career path; successful experience in management of academic projects and accreditation processes; successful ability to foster collaborative efforts with key academic leaders; self-motivated, collaborative and creative leadership style characterized by highly ethical practices; ability to maintain confidences.</td>
</tr>
<tr>
<td>Other Knowledge, Skills and Abilities Preferred:</td>
<td>3-5 years of leadership (i.e., Dean level or higher) experience with health-science degree programs; 3-5 years of regionally-accredited higher education teaching experience</td>
</tr>
</tbody>
</table>

This position requires the incumbent to demonstrate proficiency in clinical skills for patients in the following age categories (check all that differ from main job description):
**ACTIVITY**

- Neonate - 0-4 weeks
- Infant, 1-12 months
- Adolescent, 13-17 years
- Adult, 18-64 years
- Child, 1-12 years
- Geriatric, 65 years and older
- Not applicable to this position

**PHYSICAL REQUIREMENTS (select all that apply)**

- Performs repetitive tasks/motions
- Hears alarm bells, telephone, and other sounds
- Hears normal conversation
- Have good manual dexterity
- Have good eye-hand-foot coordination
- Lift above shoulder
- Lift above head
- Lift from floor level up
- Lift from waist level up
- Lift/carry up to 50 lbs
- Lift/carry >50 lbs
- Push/Pull with force < 50 lbs
- Push/Pull with force > 50 lbs
- Reaching above shoulder
- Reaching above head
- Climbing
- Crouching/Squatting
- Bending
- Crawling
- Kneeling
- Standing
- Walking
- Sitting
- Balancing
- Twisting at waist
- Twisting at elbow
- Standing
- Sitting
- To move
- To sit
- To stand
- To walk
- To run
- To bend
- To climb
- To move
- To sit
- To stand
- To walk
- To run
- To bend
- To climb

**PHYSICAL DEMANDS**

Please indicate the activity's level of frequency that applies to this position using the following frequency scale:

1 = Not at all within shift (0%),
2 = Occasionally within shift (1-33%),
3 = Frequently within shift (34-66%),
4 = Continuously within shift (67-100%)

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>ACTIVITY</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>ACTIVITY</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standing</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>Climbing</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>Crouching/Squatting</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
</tr>
<tr>
<td>Walking</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>Bending</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>Crawling</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
</tr>
<tr>
<td>Sitting</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>Twist at waist</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>Kneeling</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
</tr>
<tr>
<td>Balancing</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>Push/Pull with force &lt; 50 lbs</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>Push/Pull with force &gt; 50 lbs</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
</tr>
<tr>
<td>Reaching above head</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>Reaching above shoulder</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>Lift/Carry up to 50 lbs</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
</tr>
<tr>
<td>Lift/Carry &gt;50 lbs&lt;100 lbs</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>Lift from floor level up</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>Lift from waist level up</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
</tr>
<tr>
<td>Lift above shoulder</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>Lift above head</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>Driving</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
</tr>
</tbody>
</table>

**MENTAL REQUIREMENTS (select all that apply)**

- Reads and interprets written/oral instructions.
- Sets and meets deadlines, prioritizes work and works independently.
- Identifies and understands issues and problems.
- Examines data and draws logical conclusions demonstrating the ability to apply high levels of critical thinking and understanding.
- Expresses or exchanges ideas by means of oral or written communications.
- Makes decisions which have significant impact on the immediate work unit and monitor impact outside immediate work unit.
- Organize thoughts and ideas into understandable terminology.
- Must be flexible and able to adapt to change.
If licensed in a healthcare area, the license must be unencumbered or in good standing; must be able to demonstrate a high level of analytical and strategic thinking to plan, direct and coordinate designated projects to ensure that goals and/or objectives of projects are accomplished within prescribed timeframe and funding parameters; ability to demonstrate professionalism, diplomacy and tact; understands and monitors the impact of industry standards and accreditation needs in areas of responsibility; willing and able to travel to other college campuses, meetings, etc.; work requires a flexible schedule which may include evenings and weekends.

### WORKING CONDITIONS (select all that apply)

- [ ] Periods of high stress and fluctuating workloads may occur.
- [ ] General office environment: works generally at a desk in a well-lighted, air conditioned office area, with moderate noise levels.
- [ ] May be exposed to physical altercations and verbal abuse.
- [ ] May be required to use physical restraints.
- [ ] May be exposed to adverse weather conditions: cold, hot, dust, wind, etc.
- [ ] Required to car travel to off-site locations, occasionally in adverse weather conditions.
- [ ] Long-distance or air travel as needed – not to exceed 10% travel.
- [ ] May be exposed to high noise levels and bright lights.
- [ ] May be exposed to limited hazardous substances or body fluids.
- [ ] Potential exposure to infectious organisms.
- [ ] May be constantly interrupted; requiring changing from one task to another of different nature without loss of efficiency or composure.
- [ ] May have periods of constant interruptions.
- [ ] Prolonged periods of working alone may occur.
- [ ] Other:

<table>
<thead>
<tr>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>

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