



# Management Personnel Program Position Description

California State University, Los Angeles

Human Resources Management

3306- Administrator III

**Job Code Classification**

Associate Dean

**Working Title**

College of Business and Economics

**Department**

Tye Jackson/Dean

**Name/Title of Appropriate Administrator**


**Incumbent (HRM Use Only)**

00001190

**Position Number**

Tye Jackson/Dean

**Name/Title of Supervisor**

  
Susan Varela (Jun 13, 2024 19:37 PDT)

**Classification/Compensation Manager Approval  
(HRM Use Only)**

- Position Description for New Position
- Updated Description of an Existing Position
- Request Classification Review of Existing Position

**JOB SUMMARY:** Provide a short narrative to be used on the promotional announcement.

The Associate Dean of the College of Business and Economics (CBE) has primary responsibility for the overall administration of the graduate, undergraduate, and special programs and advisement, ensuring the delivery of optimal services for students. This individual works directly with the Dean on strategic planning issues, including developing an up-to-date, market-driven curriculum. They provide strategic leadership, supervise Advising, Placement, Graduate Center, and take a proactive role in identifying opportunities for organizational and operational improvements across the program functions. They demonstrate a passion for the College's mission and develop creative approaches and strategies to identify new programs and student-centered initiatives. They serve as an essential member of the senior staff on the University and College Committees. It is expected that the incumbent will possess those scholarly, administrative, and personal characteristics that will secure the respect of the college's faculty, and thus to most effectively assist the dean.

**LIST REQUIRED AND/OR DESIRED QUALIFICATIONS.**

- A. **Requirements:** Ability and/or interest in working in a multicultural/multiethnic environment. Ability to act decisively under stressful situations.

Candidates must demonstrate an established record in teaching, service, and scholarship from an AACSB accredited business school and be appointed at the rank of full professor at one of the CBE's academic departments. Two or more years of experience in a leadership role as department chair and/or associate dean in a college of business. Experience with program review and assessment under the AACSB standards and/or other accreditation processes. The incumbent must have knowledge and familiarity with curriculum development, student advising, staff management and development, and instructional technology development and support. Demonstrated ability to work in a shared governance environment or similar organizational setting; and establish and maintain cooperative working relationships, including faculty, staff, and all levels of administration. The incumbent must have a demonstrated interest and/or ability to work in a multicultural/multiethnic environment. A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the California State University. Failure to

satisfactorily complete the background check may affect the application status of applicants or continued employment of current California State University employees who may apply for the position.

California State University, Los Angeles, as part of the CSU system, is a State of California Employer. As such, the University requires all employees upon date of hire to reside in the State of California.

As of January 1, 2022 the [CSU Out-of-State Employment Policy](#) prohibits the hiring of employees to perform CSU-related work outside the state of California

**B. Desired Qualifications:**

Significant experience in administrative and supervisory roles is desirable. Two years of experience in a leadership position with responsibility for budget and personnel. Experience working in a collective bargaining environment; working on a large urban university or college campus; with international programs and international students; and managing programs at geographically-dispersed campuses (e.g., satellite campuses). Knowledge of the most recent AACSB standards and reaffirmation of accreditation process or other accreditation processes. Record of significant and successful involvement and leadership in college and university organizational units.

**EMPLOYMENT CONDITIONS:**  Full Time  Part Time  Positive Attendance

Work Schedule: (List days & hours) M- F 8:00am-5:00pm

- Non-Tenurable (MPP)  
 Temporary: If temporary, select Option A, B or C

Option A  Appointment expires on or before \_\_\_\_\_  
Month/Day/Year

Option B  Duration \_\_\_\_\_ months

- Option C   30-Day Appointment  
 60-Day Appointment  
 90-Day Appointment  
 180-Day Appointment

Live Scan

**EDUCATIONAL/TECHNICAL BACKGROUND REQUIRED:**

- A. Certificates, license(s) or degree(s) required:  
Certificate:

License:

Degree/Major from an accredited college or university:

A Ph.D. in Business or related field.

- B. Machines, tools, equipment and motor vehicles used during job performance.

C. Working Conditions: Outline the specific physical, mental and environmental conditions/requirements associated with the essential functions of this position using the "Working Conditions Demand" Form.

**MANDATED REPORTING:** The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 Revised July 21, 2017 as a condition of employment. (HRM Use Only)

- Limited Reporter  
 General Reporter

**ESSENTIAL FUNCTIONS:** According to EEOC regulations, essential functions are those job duties which must be performed by the employee with or without making a reasonable accommodation for a disability; they cannot be reassigned or restructured without changing the essence of the position, or seriously disrupting the operations of the unit. Estimate the percentage of time spent performing the functions, the skills and knowledge required, and the result or output expected. List the essential functions in descending order, beginning with most important.

% of Time	Essential Functions (Attach if Necessary)	Skills & Knowledge Required	Results/Outputs Expected
35%	Scheduling and Curriculum-Liaison to administration, scheduling, PAGE, Special Programs. Online development.	Knowledge of scheduling priorities of the college including online curricular.	Enhanced semester schedule and demand for online curriculum for students.
35%	Undergraduate programs and Student Success- student issues, curriculum development and revision.	Knowledge of the Undergraduate programs offered in the College.	Providing a quality undergraduate experience for our students.
15%	Oversight of Placement, Graduate and Advising Center	Knowledge of the Graduate programs offered in the College.	Providing a quality Graduate experience for our students.
10%	Faculty Governance- resolving faculty concerns. Evaluating lecturers.	Knowledge of Faculty Governance.	Ensuring the college is hiring qualified faculty to educate our students.

**OTHER FUNCTIONS:** These functions may be currently assigned to the position, if necessary, "reasonable" accommodation may be made by restructuring the work or reassigning the responsibilities to other staff.

5% Other duties as assigned.

**PURPOSE AND NATURE OF WORK RELATIONSHIPS:** List and define the working relationships with people and/or entities on and off campus (other than the supervisor or persons supervised) with whom this employee interacts on a continuing basis, and how often these interactions occur, i.e., daily, monthly.

Administrators, faculty, staff and students; daily.

**POSITIONS SUPERVISED DIRECTLY BY THIS POSITION:** Indicate their title and hours per week (list on organizational chart).

Administrative Support Coordinators (Department Coordinators)- 40 hours, Student Services Professionals (Student Services and Graduate Programs)- 40 hours.

**SIGNATURES:** The signatures of supervisor/administrator authorize the assigned duties and responsibilities. The signature of the incumbent indicates he/she has received a copy of this position description, has read it, and discussed it with the supervisor.

**Incumbent**

Tye Jackson

Tye Jackson (Jun 12, 2024 10:51 PDT)

**Date**

06/12/2024

**Supervisor**

Tye Jackson

Tye Jackson (Jun 12, 2024 10:51 PDT)

**Date**

06/12/2024

**Dean/Department Head/Director**

[Signature]

**Date**

06/12/2024

**Appropriate Administrator (if different from above)**

Berenecea Johnson Eanes 06/13/2024

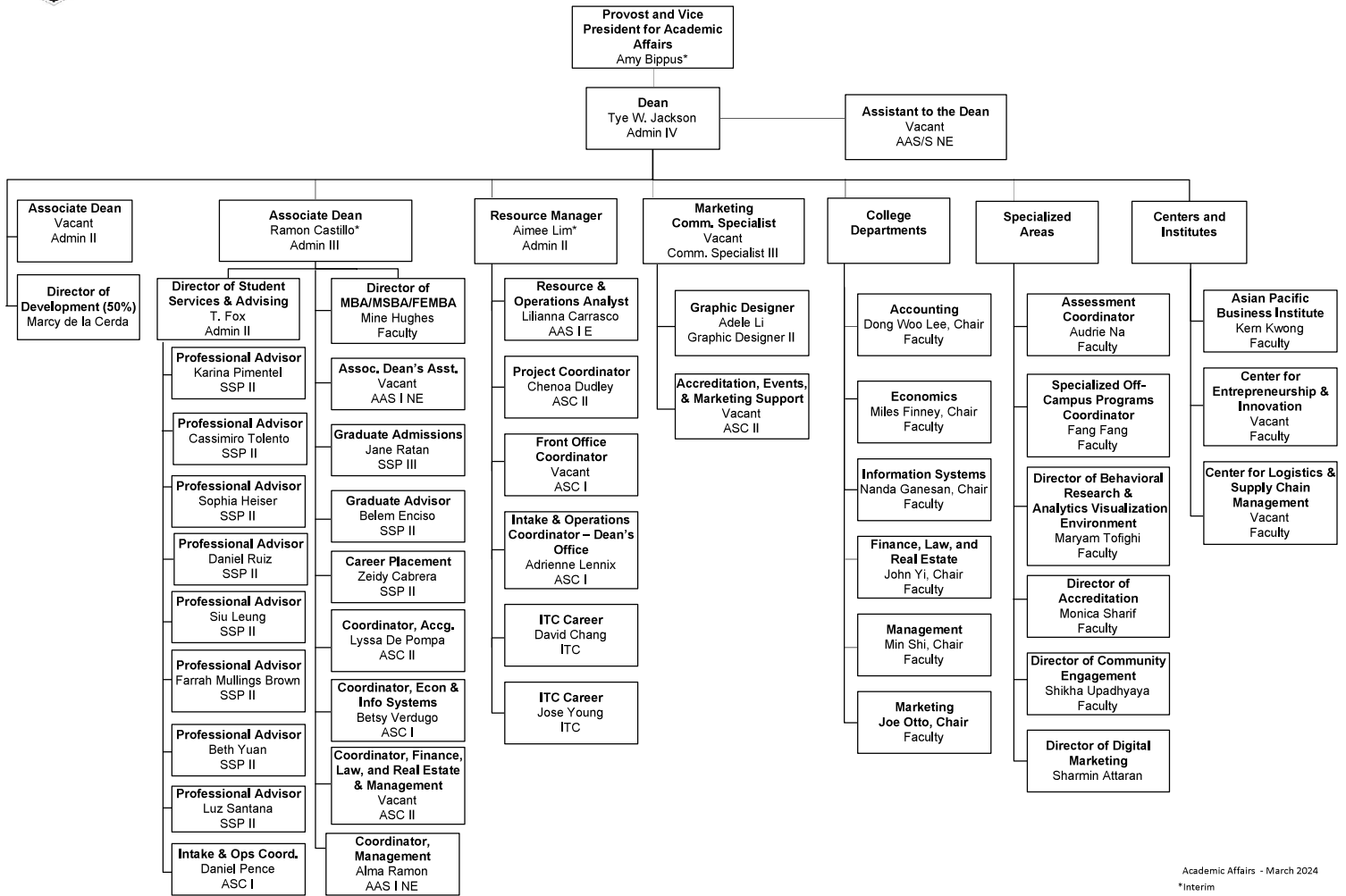
Berenecea Johnson Eanes (Jun 13, 2024 19:58 PDT)

**Date**

07B  
OPB  
AL



**College of Business and Economics**



## WORKING CONDITIONS DEMAND FORM

### A. Physical

How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

	None	Under 1/3	1/3 to 2/3	Over 2/3
1. Stand .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Walk .....	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Sit .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Use hands to finger, handle, or feel .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Reach with hands and arms .....	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Repetitive use of feet/hands .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Climb or balance .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Stoop, kneel, crouch, crawl .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Talk or hear .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10. Taste or smell .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Test/Analyze .....	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12. Drive motor vehicles and operate equipment ..	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Operate scientific equipment and machinery .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### B. Weight

Does job require that weight be lifted or force exerted?

Yes  No

Check the appropriate boxes. (In measures of time)

	None	Under 1/3	1/3 to 2/3	Over 2/3
1. Up to 10 lbs. ....	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Up to 25 lbs. ....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Up to 50 lbs. ....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Up to 75 lbs. ....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Up to 100 lbs. ....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. More than 100 lbs. ....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Attach addendum on the specific job duties that require the physical effort selected above.

### C. Vision

Does this job have special vision requirements? Yes  No

Check all that apply.

1.  Close vision (clear vision at 20 inches or less)
2.  Distance vision (clear vision at 20 feet or more)
3.  Color vision (ability to identify and distinguish colors)
4.  Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
5.  Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
6.  Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
7.  No special vision requirements.

### D. Mental

Indicate the extent of mental effort required for the job.

Check the appropriate box. (In measures of time)

	None	Under 1/3	1/3 to 2/3	Over 2/3
1. Direct others .....	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Write .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Use math/calculations ..	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Work at various tempos .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Concentrate amid distractions .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Remember names .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Remember details .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. Make decisions .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. Work rapidly .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10. Examine/observe details .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Make notes on the specific job duties that require the mental effort selected above.

### E. Environmental

How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

	None	Under 1/3	1/3 to 2/3	Over 2/3
1. Wet or humid conditions (non-weather) .....	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Work near moving mechanical parts .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Work in high, precarious places .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Fumes or airborne particles .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Toxic or caustic chemicals .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Outdoor weather conditions .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Extreme cold (non-weather) .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Extreme heat (non-weather) .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Risk of electrical shock .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Work with explosives .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Risk of radiation .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Vibration .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### F. Noise

How much noise is typical for the work environment of this job?

Check the appropriate level below.

1.  Very quiet (examples: forest trail, isolation booth for hearing test)
2.  Quiet (examples: library, private office)
3.  Moderate noise (examples: business office with computers and printers, light traffic)
4.  Loud (examples: large earth-moving equipment)
5.  Very loud (examples: jack hammer work, front row at concert)

Make notes on the specific job duties that are affected by the environmental conditions selected above.