

**Warren Wilson College**  
Position Description

**POSITION TITLE:** Assistant Dean of Work

**DEPARTMENT:** Work Program Office

**REPORTS TO:** Dean of Work

**POSITION SUMMARY:** The Assistant Dean of Work is a full-time professional staff member responsible for the supervision of all activities within the Work Program Office, which is the personnel office for student workers and work supervisors. The Assistant Dean must work collaboratively with the Dean of Work to ensure the smooth operation of the WPO.

**SPECIFIC RESPONSIBILITIES:**

1. Train and supervise the Work Program student staff in the processing of all work program operations and activities.
2. Oversee Web Based Payroll to ensure both students and supervisors are submitting/approving time cards weekly; enter student crew assignments (semester and break period); generate time cards; approve/reject time cards as necessary and monitor student total work hours.
3. Oversee the preparation of end of semester undertime billing.
4. Process student *Credit Request Forms*.
5. Participate in the long range planning and assessment of the WPO
6. Prepare vacation break crew assignments.
7. Assist with the preparation of the WPO budget.
8. Prepare academic year student crew assignments.
9. Manage the overall operations of the Work Program office ensuring correct office procedures are followed.
10. Coordinate Work Day yearly - chair committee, oversee all projects, tools required for projects, recruits supervisors, technical leaders, spirit leaders, records student work day time cards, and organizes Work Day awards and prizes, etc.
11. Participate in Early Support and assist Dean of Work with monitoring and helping students succeed at WWC.
12. Meet with students regarding undertime hours, discipline actions, illnesses, crew changes and other issues as necessary
13. Assist with Orientation for incoming students in the Fall and Spring.
14. Review and input student evaluations.
15. Coordinate Summer and Fall Work Crew Job Fair, Federal I 9's, payroll to audit standards, time cards to audit standards, vacation break budgets, undertime statistics.
16. Manage and prepare student Work Transcripts as requested.
17. Prepare all work program statistics (crew sizes by semester and break periods, gender data by crew, class standings by crew.

18. Attend and serve as a member of the Work Program Advisory Committee.
19. Maintain Day Student records to ensure all students work to meet graduation requirements.
20. Assist the Dean of Work as requested.

**WORKING CONDITIONS:**

Office Environment

**QUALIFICATIONS:**

1. Bachelors Degree or five years of relevant experience
2. Basic computer knowledge and excellent word processing ability, experience with Word, Excel, Access and Power point preferred
3. Prior supervisory experience
4. Courteous and effective interpersonal skills
5. Excellent English language and grammatical skills
6. Strong Organizational skills and ability to handle and prioritize multiple tasks
7. Maturity, professional demeanor and good judgment
8. Ability to work well with faculty, staff, students and the WWC community
9. Understanding of accounting principles and procedures
10. Ability to thrive in a high-energy, productive work environment and a commitment to the Warren Wilson Triad of Academics, Work and Service