

*Associate Dean for Academic Affairs*  
*USC Suzanne Dworak-Peck School of Social Work*

The Associate Dean for Academic Affairs oversees the school's academic programs, the Office of Academic Operations and Strategic Development, the Office of Student Affairs, and the Office of Workforce Recruitment and Development. The Associate Dean for Academic Affairs oversees all curricular activities at the Suzanne Dworak-Peck School, thereby ensuring consistency across, and demonstrable integration of, programs.

The Associate Dean provides vision and leadership to combine all aspects of student affairs with the related areas of academic performance and curriculum structure, assessment, and accreditation. In addition, the Associate Dean participates in strategic planning for the school and supports the Dean in school fundraising initiatives. The Associate Dean for Academic Affairs works closely with the other associate deans and members of the Dean's Leadership Team.

The Associate Dean for Academic Affairs in the USC Suzanne Dworak-Peck School of Social Work reports directly to the Dean of the school. This appointment represents a minimum of a 75%-time administrative position, while the appointee is encouraged to maintain scholarship, and teaching as appropriate.

The duties and responsibilities of this position include, but are not limited to, the following:

- Oversees, implements and maintains the overarching administrative structures for undergraduate and graduate programs
  - student affairs, student performance and the management of all student-related issues.
  - admissions, financial aid, student advising, and other areas important to the student experience.
  - curriculum development and review, teaching and student assessment and related issues, and accreditation.
- Oversees and supervises the activities of the Senior Executive Director of Academic Operations and Strategic Development, the Assistant Dean for Student Affairs, and the Assistant Dean for Workforce Recruitment and Development.
- Works closely with the Directors of the PhD/DSW, MSW, and MSN programs and undergraduate programs (or other programs as implemented) on matters and processes related to accreditation, evaluation of teaching effectiveness, and curriculum development, revision, and implementation.
- Serves as an *ex-officio* member of the USC Suzanne Dworak-Peck School's Curriculum Council and works with the council to continually improve the delivery of an effective educational experience.
- Assesses the stresses inherent in social work education programs and works to incorporate wellness, support, diversity and inclusion programs into the student experience.
- Provides resources and counsel for the Assistant Dean for Student Affairs in student behavioral and/or academic performance issues, and support as needed through the

collaborative use of relevant committees, counseling, mentoring, student/faculty pairing, and other available university resources.

- Oversees the evaluation, staffing and budgeting needs of the Offices under the Associate Dean's purview.
- Develops and participates in the recruitment and admissions strategy, in innovative strategies to increase enrollment, in the establishment of new educational sites and performs data analysis to drive decisions supporting recruitment, retention, and improved graduation and licensure rates.
- Ensures the representation of the school in interprofessional education (IPE) opportunities and requirements.
- Keeps the Dean informed on a timely basis of all emergent issues.
- Performs additional tasks and responsibilities as may be assigned by the Dean.