



TITLE OF POSITION:	Associate Dean College of Business
PAY CLASSIFICATION:	E2105-Dean I
STATUS:	Full-time (12-month), Exempt
PAYRANGE:	\$80,000-\$130,000
DEPARTMENT:	Academics
LOCATION:	Varies
REPORTS TO:	Dean

SUMMARY:

The Associate Dean provides leadership within a college to ensure the achievement of accreditation and the University's strategic goals. This position organizes and leads initiatives that represent the college and consolidate the interests and operations of the college departments. These responsibilities are performed in an ethical manner consistent with the University's mission, vision, and values which include diversity, equity and inclusion.

RESPONSIBILITIES:

1. Organize and coordinate initiatives to ensure attainment of professional accreditations.
2. Organizes and coordinates, and ensures timely completion of the College's program review, development and assessment processes in adherence to university policies and procedures.
3. Establish and/or support the development and maintenance of positive relationships and productive partnerships with businesses and organizations, community leaders, local and state officials, community colleges and other institutions of higher education and local school districts while working in support of and collaboratively with the Institute for Professional Excellence, faculty/staff and campus leaders to increase enrollment, diversify revenues and enhance opportunities for students and the University.
4. Train advisors and admissions staffs regarding the college's programs, their features and benefits to students.
5. Regularly visit campuses to ensure the needs of students, faculty and staff are met.
6. Reviews and monitors trends in enrollment and the other Key Performance Indicators for the College and programs
7. Reviews and monitors student learning trends and outcomes in the common curriculum across all College programs
8. Plans, reviews and approves action plans resulting from Program Review and Assessment Activities.
9. Assist admissions with recruiting efforts, especially relating to the college's programs.
10. Serves as liaison with marketing.
11. Lead activities associated with articulation agreements affecting the college's programs.
12. Serve as the dean's representative on university-wide councils, committees and task force assignments.
13. Develop internship opportunities and other experiential learning options with employers.
14. Serve as a primary point of contact for career services initiatives and programs.
15. Organize and lead annual environmental scanning for the college.

16. Conduct student (customer) feedback groups relating to the colleges' program offering, quality of delivery and opportunities for development.
17. Arrange college seminars on campus (bringing speakers for faculty and students)
18. Lead the college's publishing presence on the university web site; assuring content is current, accurate and engaging.
19. Develop and lead alternative education projects (summer camps, etc.).
20. Partners with Department Chairs and faculty to ensure full participation in the achievement of college initiatives. Participation and support will be evidenced by contribution to the annual goal setting and evaluation process of college-specific faculty.
21. Serves in a supporting role in the hiring and development of faculty for the college.
22. Teaches 12 credit hours per year. Overload courses are at the discretion and approval of the College Dean.
23. Participates in appropriate professional organizations.
24. Provides GREAT customer service, anticipating and exceeding the needs of our customers.
25. Demonstrate and promote the University Cultural Values.
26. Performs other duties as assigned.

QUALIFICATIONS:

- Doctoral Degree in related field.
- Minimum of five years experience teaching in higher education.
- Minimum of five years professional experience in a related field.
- Knowledge and experience with AQIP and specialized business accreditation.
- Demonstrated experiencing in developing, leading and deploying program-level assessment processes.
- Demonstrated academic or professional qualifications in a specialty or sub-specialty of one or more of the following business areas: industrial production management, supply chain, logistics and/or operations management.
- Demonstrated ability to teach classes offered in multiple formats including in-seat and online
- Demonstrated history of a successful leadership within a higher education setting.
- Demonstrated ability to lead diverse populations of staff and obtain targeted results while embracing diversity and multiculturalism.
- Demonstrated successful experience in developing courses.
- Ability to develop short- and long-term business plans with action plans that accomplish needed results.
- Commitment to life-long learning and professional development.
- Demonstrated ability to think critically, analyze data, and process detailed information.
- Demonstrated ability to work accurately and effectively with computerized data systems (PC and mainframe).
- Demonstrated ability to work effectively with people of diverse backgrounds and promote a positive working environment, spirit of cooperation and positive reactions to change and conflict resolution.
- Demonstrated excellent interpersonal, communication and presentation skills, both written and oral which transcend diverse audiences.
- Must be highly motivated and solution oriented with a high degree of integrity, ethics, and dedication to the mission of the University.
- Demonstrated ability to communicate effectively and relate well to students, parents, faculty, staff, and others while maintaining appropriate confidentiality.
- Business office environment. Prolonged sitting and standing. Use of personal computer and telephone (eye and hand strain). Frequent travel, including overnight stays.
- No regular lifting requirements, occasional lifting up to 20 pounds.
- Must be able to work an irregular schedule, evenings or Saturday as needed, additional hours during peak times or as required.