

Associate Dean – School of Arts & Sciences

Duties and Responsibilities: Southern Connecticut State University invites applications for the position of Associate Dean of the School of Arts & Sciences. The Associate Dean assists the Dean in the general operations and functions of the Office of the School of Arts & Sciences, which is comprised of nineteen (19) departments offering bachelors, masters degree and the sixth year diploma. As a member of the leadership team of the Dean of Arts & Sciences, the Associate Dean participates in the decision-making and resource allocation process for the school, assists in strategic planning at the school level, and in the development of a vision for the future. The Associate Dean is also expected to assist and/or represent the Dean to the school's diverse constituencies. The Associate Dean is accountable to the Dean of the School of Arts and Sciences and is the dean's deputy in all matters concerning the School of Arts and Sciences. In the absence of the Dean, the Associate Dean serves as the Chief Academic Officer for the school. Other responsibilities include:

- Student-faculty relations. First contact person for all student issues submitted to the office.
- Coordination of the secondary education programs within the School of Arts & Sciences. Serves as Dean's representative to the Articulation Committee and the Unit Assessment Board.
- Coordination of benchmarking efforts for programs within the school. Includes data retrieval and processing and report writing. Assists with program development, curriculum assessment and development.
- Initiation and coordination of an outreach program within the school for the greater New Haven community. This outreach program will include working with departments to create on-line courses, Advanced Placement institutes, summer camp opportunities and exploration of offering courses and degree programs to meet the needs of adult learners.
- Review of proposed schedules submitted by all departments. Includes review of enrollment histories, the rotation schedules set by the departments and feasibility of staffing the schedule as well as budgetary monitoring of institutes.
- Assists in budget management and budget preparation.
- Coordination of Proficiency Policy, placement examination and other responsibilities associated with New Student Orientation and FYE.
- Assists the dean in the day-to-day operations of the office, including supervision and development of office policies.

- Other responsibilities and special projects as determined by the Dean of Arts & Sciences.

Required Qualifications: The successful candidate must meet the following qualifications:

- Earned PhD. in a discipline within the school from a regionally accredited institution of higher education;
- Teaching experience at the Associate Professor rank or higher in a department that reflects the school's curricula;
- Knowledge of educational technology and outcomes assessment;
- Demonstrated skills in oral and written communication.
- Ability to work as a team member.
- Understanding of the issues affecting the programs within the liberal arts and sciences, particularly those which address the ideals of liberal education.
- Demonstrated commitment to student success.
- Demonstrated commitment to diversity.

Preferred Qualifications:

- Evidence of substantive administrative experience in higher education, such as experience as a department chairperson or chairperson of a university-wide committee;
- An understanding of the NCATE accreditation process;
- Experience in grant writing and/or grant administration;
- Demonstrated skills in budgeting, planning and fiscal management.

Application Process: Interested individuals should submit a current academic curriculum vitae, vision statement for the liberal arts in a comprehensive university, and list of three (3) professional references to:

Dr. Armen Marsoobian, Search Committee Chair
Department of Philosophy
Southern Connecticut State University
501 Crescent Street
New Haven, CT 06515

Electronic submission of materials is preferred and should be sent to Marsoobiana1@Southernct.edu. Deadline for submission: four weeks from the posting of this ad or until position is filled. For more information concerning Southern Connecticut State University, please visit our website at www.Southernct.edu.