



FORDHAM UNIVERSITY

THE JESUIT UNIVERSITY OF NEW YORK

Position: A06100

Date: 10.18.21

ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK:

Associate Dean

DEPARTMENT:

**Graduate School of Education
Lincoln Center**

POSITION SUMMARY:

Reporting to the Dean of the Graduate School of Education (GSE), the Associate Dean oversees the GSE's graduate professional preparation programs, participates in governance within the GSE and the larger university. Working with Division Chairs, program coordinators, and administrative staff, this position provides leadership and support for all GSE programs, including accreditation, academic affairs, student services, enrollment management, and faculty development and support. This position also supervises staff in assigned programs.

RESPONSIBILITIES:

Supports accreditation processes for GSE programs:

- Provides oversight and coordination of institutional accreditation, academic quality, assessment, compliance processes, requirements, and programs.
- Promotes a culture of academic quality and compliance promoting the highest standards of ethics, integrity, and responsibility within the University community consistent with the University vision, mission, and values.
- Maintains calendar of accreditation-related activities for all programs in the GSE.
- Acts as a lead in all external accreditation activities related to annual reporting and institutional accreditation visits.
- Acts as liaison with the State Department of Education to ensure that all GSE programs are in compliance with state certification and accreditation requirements.
- Collaborates with the Director of Assessment, Institutional Research, and Accreditation, the Chair, and members of the Program Evaluation Committee (PREC), Division Chairs, and GSE faculty to ensure that effective program assessment and evaluation systems are in place.
- Provides faculty development and evaluation for GSE programs.
- Oversees the scheduling of courses and academic affairs of the GSE.
- Directly supervises and evaluate clerical and administrative staff as assigned. Supervise GSE Student Services Administrative Team (e.g., FA, Admissions, Online Learning, etc.).
- Works collaboratively with chairs, program coordinators, school council standing committees, and faculty in developing, evaluating, and revising curricular offerings consistent with the social justice mission of the GSE.
- Provides leadership in enrollment management, including planning and projections under the supervision of the Dean
- Provides leadership and support for division chairs, vice-chairs, and faculty program coordinators in grant writing and external partnership cultivation.
- Works with division chairs, vice-chairs, and faculty program coordinators to develop, revise and streamline program curricula and field experiences;
- Serves as Dean's Representative in GSE and University Committees.
- Serves on and support GSE program advisory boards.
- Performs additional duties as assigned.

QUALIFICATIONS:

Required Qualifications:

- Terminal degree from an accredited college or university in a related field typically found in Graduate Schools of Education.
- Three (3) years of experience working in higher education as faculty and at least two (2) years in academic affairs leadership role (e.g., Associate Dean, Dean, Chair, Director, etc.) or administrative position at the school/college/district level; demonstrated commitment to establishing positive working relationships with diverse groups of people and constituencies.
- Knowledge of and successful experience working with college and/or university graduate programs;
- Demonstrated growth in cultural competence, awareness of societal and structural inequities, and proven experience in effectively establishing relationships and positive communications with students and other constituents across multiple dimensions of diversity including, but not limited to, race, gender, varying abilities, nationality, sexual orientation, gender identity, class or religious perspectives.
- Demonstrated ability to read, interpret and analyze accreditation, state, and federal regulations.
- Demonstrated ability to collaborate with multiple stakeholders, developing consensus toward common goals or policies.
- Strong interpersonal skills that reflect courtesy, ability to hold information in confidence, trust, diplomacy, and a collaborative approach.
- Strong analytical skills, focused in particular upon program effectiveness, enrollment trends, and student assessments.
- Strong problem-solving skills.
- Clear organizational skills.
- Effective written and verbal communication skills to support candidates and communicate with constituencies;
- Strong team player with the ability to take the initiative and operate independently.
- A commitment to the educational mission of Fordham University and the Graduate School of Education.



FORDHAM UNIVERSITY

THE JESUIT UNIVERSITY OF NEW YORK

QUALIFICATIONS (cont'd.)

Preferred Qualifications:

- Experience with state licensure for education and related services professionals, including state-required assessments, internships, and field experiences;
- Experience with accrediting bodies, specifically in the areas of educator and related services professional preparation;
- Credible evidence of scholarship and service to the profession;
- Experience with program and curricular design;

SALARY:

Commensurate with experience

FLSA CATEGORY:

Exempt

START DATE:

ASAP

SEND LETTER AND RESUME TO:

gsedeans@fordham.edu

*Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds.
Fordham is an Equal Opportunity Employer –Veterans/Disabled and other protected categories*