Dean of Academic Services (521893)

Brandeis University is looking for a Dean of Academic Services. This person will provide leadership and strategic oversight for the University's comprehensive undergraduate advising programs and related academic support services. The Dean of Academic Services oversees professional staff academic advising, first-year faculty advising, Brandeis Undergraduate Group Study, the Transitional Year Program, the Student Support Services Program, Pre-Health Advising, Fellowships Advising, Merit Advising, and Disabilities Support Services.

Examples of Key Responsibilities:

• Provides strategic vision for Academic Services and ensures coordination between the departments within Academic Services. Designs quantitative and qualitative evaluations of the programs.

• Supervises and directs the activities of a unit. Directly responsible for hiring, training, supervising and evaluating employees. Responsible for planning, monitoring, and managing department budgets of approximately $1.4 million. Has oversight for budgetary matters related to grant funds and ensures the funds are being spent in compliance with both university and grant regulations. Responsible for leading the department in the use of technology and industry software to better deliver, understand, and analyze student success. Evaluates new software that contributes to better student services.

• Addresses parent and student complaints regarding academic policies, the quality of instruction, or the provision of support services. Determine solutions which reflect the values of the institution while balancing the needs of the individual student and their circumstances. Works with the faculty, the Dean of Arts and Sciences, and to ensure that resolutions are appropriate.

• Oversees projects assigned by the Assistant Provost. Projects may include leading University committees to develop procedures and protocols based on best practices in higher education. Convenes committees, researches peer and aspirant institution's' information, develops recommendations, and disseminates information. Work may be as broad ranging as forming and overseeing the Accessible Technology Committee, the Advising Committee, and reconstructing the main University web page on Research. Works as a collaborative colleague with faculty, staff, and the different schools.

• Responsible for serving on and consulting with numerous University committees. Co-chairs the Committee on Academic Standing with the Dean of Arts and Sciences. Co-chairs the Executive Council with the University Registrar. Serves on the Committee in Support of Teaching, the University Curriculum Committee, and the Undergraduate Education Group.

Qualifications:

• Masters required

• More than 12 years of total work experience, ideally in a full-time advising capacity.

• More than 8 years of supervisory/management experience

• Has the authority to direct managers with functional area responsibilities. Has the direct responsibility to undertake the following employment actions: hiring, termination, corrective action and performance reviews.
• Handles broad based complex information across departments with University-wide impact. Presents to diverse audiences. Coaches and mentors supervisors and staff. Can negotiate, motivate and persuade others.

• Broad and comprehensive knowledge of theories, concepts and practices with ability to use in complex, difficult and/or unprecedented situations.

• Regular contact with others both inside and outside the University. Results have significant broad implications for the management and operations of a major department or multiple departments.

• Decisions have significant, broad implications for the management and operations of a major department or multiple departments. Job contributes to decisions on the overall strategy and direction of Brandeis.

• Problems are broad, complex and abstract, often involving University-wide issues. Must develop solutions using substantial creativity, resourcefulness, innovation, negotiation and diplomacy.

• Sets direction and vision for major departments or multiple departments. Establishes priorities, develops policies and allocates resources.

• Has full responsibility for planning, monitoring and managing budgets for multiple departments.

• Office environment/no specific or unusual physical or environmental demands.

How to Apply:

Submit cover letter and resume as a single document at http://www.brandeis.edu/humanresources/jobs/external.html. Elect option for "External Applicant". Sort the job listing by clicking the Job ID column heading. Locate the desired job listing. Click the job title and then Apply Now.

Closing Statement:

Brandeis University operates under an affirmative action plan and encourages minorities, women, disabled individuals, and eligible veterans to apply. It is the policy of the University not to discriminate against any applicant or employee on the basis of race, ancestry, color, religion, sex, sexual orientation, age, genetic information, national origin, disability, veteran status, or on the basis of any other legally protected category.