Sr. Administrative Dean (521939)

Brandeis International Business School (IBS) is seeking a Senior Administrative Dean to join its senior management team, reporting directly to the Dean of the school.

This person will oversee the school’s functional departments – Admissions, Career Development, Technology & Capital Projects, and Marketing & Communications – advancing their goals of recruiting high quality students, developing their academic and professional lives to optimize their career and internship outcomes, and raising the visibility and overall impact of the school.

Examples of Key Responsibilities:

· Working to shape and implement operating plans of the departments in support of the academic enterprise. In particular, she/he will collaborate with the heads of school’s departments, academic Program Directors and staff across campus to provide a seamless service structure to recruit students and foster their personal and professional development throughout their time at the school.

· Overseeing the budgets of the operating units.

· Working with the senior management team and Associate Deans/Directors to plan and implement the effective deployment of staff resources across the school and oversee hiring, management, and training of staff within the relevant functional units.

· As a member of the school’s senior management team, participating in major policy and operational decisions that affect the school.

Qualifications:

The candidate for the position will be a seasoned professional with at least 20 years of experience and a record of achievement in senior management positions with an operational focus. Previous work in this capacity in the higher educational sector is highly desirable, though not essential if the candidate has gained applicable skills and knowledge from other sectors.

The candidate will need to have the willingness and capacity to take on a high level of responsibility and to exercise it across a wide range of activities in line with the school’s overall strategy. He/she will be a confident self-starter who identifies and initiates action on operational opportunities and challenges.

It is essential that the candidate have strong personnel management skills, with the ability to forge coherent teams across departments and to work effectively with other units of the university on projects that are of mutual interest. It is also vital that the candidate have experience in building, monitoring and managing to budgets, and in the collection, analysis and practical application of operational data.

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.