The Associate Dean of the Graduate School reports to the Dean of the Graduate School and assists in providing leadership and management for all areas of graduate education, focusing on the administration of enrollment management, student recruitment and retention, student diversity, the All-University 5-year Program Review process, student professional development, student financial support and the oversight of assistantship appointments. The Associate Dean supports activities related to the overall graduate admissions process and monitors student completion of academic requirements. This individual works collaboratively with deans, associate deans, faculty and administrators across the campus and participates in a variety of graduate education initiatives. This is a .5FTE 12 month position.

RESPONSIBILITIES

- Reviews and updates the Graduate School’s enrollment management program annually. Manages recruitment, retention, and mentoring activities/programs with an intentional focus on diversity efforts. Directs, monitors, and distributes data regarding recruitment efforts.
- Contributes to the formulation of the annual budget and the regulation of expenditures. Together with the Graduate School financial administrator works with the Dean to manage the graduate student support budgets and grant programs. Consults with the Dean on matters related to budget distribution and long term financial planning for graduate assistantship tuition support and Graduate School Recruitment and Fellowship awards. Interacts with college deans, department heads, and other university officials regarding such matters.
- Works closely with the Dean and the Council of Education Associate Deans to manage the 5-year University Program Review content related to graduate programs. Recommends new measures, reports on effectiveness of measures to group, and suggests modifications as necessary.
- Represents the Graduate School and the University on matters related to diversity enhancement, campus climate, and issues of gender equity. Leads Graduate School diversity efforts. Leads grant writing activities in this area.
- Provides leadership regarding student professional development activities. Coordinates efforts with The Institute for Learning and Teaching (TILT) and The Career Center.
- Provides leadership, reviews and makes decisions on matters related to graduate admissions, committee structure, programs of study, student academic progress, probation, appointments to assistantships and fellowships, readmission, graduation and other Graduate School issues.
- Develops strategies and procedures with the Dean to implement new policy regarding graduate education and policy language. Serves as a liaison to the Council on Scholarship Research and Graduate Education, the Council of Education Associate Deans (CEAD), the Program Review Committee and other University governances as needed.
- In the absence of the Dean, oversees the Graduate School staff and operations.
- Other activities as assigned.
MINIMUM QUALIFICATIONS

- Doctoral degree
- Tenured associate or full professor at CSU as of the start date.

PREFERRED QUALIFICATIONS

- Evidence of successful planning and implementation of initiatives related to graduate student professional development, the program review process or other graduate education-related activities.
- Leadership experience at the department, college, and/or university level.
- Demonstrated style of leadership and management that is inclusive and empowers others to succeed, fosters respect, builds pride in the accomplishment of shared goals, and feeds upon two-way communication.
- Excellent verbal and written communication skills. Proven ability to relate effectively to a wide variety of people of diverse backgrounds including an understanding and respect for cultural, ethnic, and individual differences.
- Evidence of success in establishing collaborative relationships around research efforts or other types of initiatives within the department, college, or university
- A record of successful recruitment, mentoring-advising and/or graduation of graduate students.
- Demonstrable commitment to the promotion and enhancement of diversity at Colorado State University.
- Evidence of successful grant writing and grant management skills.

SALARY

- Salary is based on .5 FTE for 12 months of salary compensation derived from the successful candidate’s 9 month base as of August 15, 2013 and an administrative stipend.

APPLICATION PROCEDURES AND DEADLINE

The desired start date for this .5FTE position is August 15, 2013. Applications will be accepted until the position is filled; however, to be guaranteed full consideration by the Search Committee, applications must be received by 5 PM, April 29. Please electronically submit application materials in one PDF document via email to Anna.Jackman@colostate.edu. Submission materials must include:

- A letter of application outlining how the applicant’s professional background and experiences match the minimum and preferred qualifications for the position.

- Curriculum vitae

- Names, telephone numbers, email and mailing addresses of 3 references who can comment on the applicant’s abilities to assume this leadership role.

All applications or expressions of interest will be handled confidentially until the short list of individuals to be invited for interviews is announced. References will not be contacted without the prior consent of the applicant.

If you have any questions, you may contact the search chair Stu Tobet at Stuart.Tobet@colostate.edu. Additional information about the Graduate School is available online at http://graduateschool.colostate.edu/.

Colorado State University does not discriminate on the basis of race, age, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, or gender identity or expression. Colorado State University is an equal
opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and Colorado State laws, regulations, and executive orders regarding non-discrimination and affirmative action. The Office of Equal Opportunity is located in 101 Student Services.

Colorado State University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final candidates being considered for employment. Background checks may include, but are not limited to, criminal history, national sex offender search and motor vehicle history.