

Graduate College, Associate Dean

Job Description

The Graduate College provides the leadership for graduate education at Boise State University, ensuring the highest program standards, and enhancing and strengthening the student experience by providing a range of innovative recruitment, retention, and professional development programs. The Graduate College oversees the graduate assistantship policy and manages the budgets for a select group of graduate assistantships, fellowships, and other awards. The Graduate College is responsible for the management of admissions, degree progress, graduation and student records related to these aspects of graduate education. Working closely with colleges, departments, programs, and offices across the campus, our mission is to provide an experience that supports excellence and student success while ensuring a culture of integrity and a commitment to diversity in all its forms.

The Associate Dean of the Graduate College reports to the Dean of the Graduate College and assists in providing leadership and management for all areas of graduate education, focusing on the administration of enrollment management, student retention, degree programs, student body diversity, grant writing, and professional development. 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, students, and staff/administrators across the campus and participates in a variety of graduate education initiatives.

Requirements

- PhD or equivalent degree is required.
- Rank of senior associate professor or professor with tenure in department at Boise State University and appointment as a full member of the graduate faculty. (Senior associate professor status is defined by a minimum number of seven years in a tenured position).

Required Job Qualifications

- Demonstrated leadership managing programs or activities that include the coordination of individuals and a range of details.
- Experience with and commitment to graduate student teaching, mentoring, and advising.
- Experience with graduate level activities or initiatives such as professional development, program review and development, curriculum development, and the admissions process.
- Effective written and oral communication skills; excellent interpersonal skills and ability to work with others.
- Evidence of ability to advance Boise State's commitment to diversity and inclusion.

Preferred Job Qualifications

- Evidence of leadership skills.
- Demonstrated ability to strategically develop, implement, and assess programs.
- Commitment to participatory management, shared governance, and teamwork.
- Evidence of successful grant writing and grant management skills.

Essential Job Duties

Budgets (5%)

- Together with the Graduate College Business Manager, works with the Dean to manage the graduate student support budgets, grant programs, and other funding initiatives.
- Consults with the Dean on matters related to budget distribution and long term financial planning for ongoing programs and new initiatives.
- Interacts with college deans, department heads, and other university officials regarding such matters.

Enrollment Management (10%)

- Reviews and updates the Graduate College's enrollment management program annually.
- Directs, monitors, and distributes data regarding recruitment efforts.
- Manages recruitment, retention, and mentoring activities/programs with an intentional focus on diversity efforts.

Administrative Leadership (50%)

- 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 College issues.
- Develops strategies and procedures with the Dean to implement new policy and policy language regarding graduate education.
- Helps to ensure compliance with Graduate College and university policies, and Idaho State Board of Education policies and regulations.
- Serves as a liaison to numerous committees across the university and other university governances as needed.
- Manages student records and academic appeals.
- Supervises staff activities and in the absence of the Dean, oversees the Graduate College staff.

Diversity and Inclusion Leadership (10%)

- Represents the Graduate College and the University on matters related to diversity enhancement, campus climate, and issues of gender equity.
- Leads Graduate College diversity efforts.
- Leads grant writing activities in this area

Professional Development (15%)

- Leads professional development activities focusing on graduate students and as needed, graduate faculty.
- Provides leadership for the ongoing development, implementation, and assessment of the Graduate Student Showcase (Grad Show) and the Three Minute Thesis (3MT) during Research Month. Manages required activities and ensures coordination of individuals involved with these initiatives.
- Serves as the advisor for the Graduate Student Association.

Grant Writing/Management and Other Activities (10%)

- Leads external grant and fellowship initiatives, working collaboratively with others across campus
- Other activities as assigned by the Dean of the Graduate College

Salary: Competitive and commensurate with experience.

Effective Date: This is a full-time, twelve-month appointment with a preferred start date of July 1, 2017.

Nominations and Applications: The search committee welcomes nominations for the position. Please send your nomination information to deangraduate@boisestate.edu. Interested applicants should submit a letter of application addressing job requirements and interest in position, academic curriculum vitae, and a list of three references, in a single PDF file, to deangraduate@boisestate.edu no later than January 6, 2017. Screening of applicants will begin January 9, 2017 and will continue until the position is filled.

Background Investigations – Any offer of employment at Boise State University will be contingent upon the successful completion of a criminal background investigation and may require a credit and/or motor vehicle background investigation depending on the position. To view the University's full Background Investigations policy, please go to <http://policy.boisestate.edu>.

Drug-Free Workplace – It is the policy of Boise State University to maintain a drug-free workplace and campus. For more information about this policy, please go to <http://policy.boisestate.edu>.

Jeanne Clery Statement - Notice of Availability of Annual Security and Fire Safety Report

The Boise State University 2014 Annual Security and Fire Safety Report is provided to students, faculty, staff, and the public as part of the University's commitment to safety and security on campus, and in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. Copies of the report may also be requested through the Campus Security and Police Services located at 2245 University Drive, Boise, Idaho 83706, by calling (208) 426-6911, or sending an email to policeuniversitysecurity@boisestate.edu.

The 2015 Annual Security and Fire Safety Report for Boise State University is now available online at: <http://security.boisestate.edu/wp-content/blogs.dir/1/files/2015/09/2015-Annual-Security-and-Fire-Safety-Report-1.pdf>

The report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by Boise State; and on public property within, or immediately adjacent to and accessible from the campus. It also includes the annual fire safety report and institutional policies concerning campus security, such as policies for sexual assault, drug and alcohol use, and other matters.

Boise State University is strongly committed to achieving excellence through cultural diversity. The University actively encourages applications and nominations of women, persons of color, and members of other underrepresented groups. EEO/AA Institution, Veterans preference. Please go to <http://hrs.boisestate.edu/resources/eoaa/> for more information.