Job Description

Job Title: Associate Dean - School of Arts & Humanities
Job ID: 4996
Location: Lehman College
Full/Part Time: Full-Time
Regular/Temporary: Regular

GENERAL DUTIES
The Associate Dean administers one or more key College programs. He/she develops, implements, and assesses programs and services to produce high-quality results and meet strategic goals. He/she also coordinates activities among different units, and with areas outside the College, and may oversee staff, budget, operations, and facilities.

CONTRACT TITLE
Associate Dean

FLSA
Exempt

CAMPUS SPECIFIC INFORMATION
The School of Arts and Humanities at Lehman College seeks an Associate Dean to support the Dean in day-to-day functions and to manage specific initiatives. Arts and Humanities is comprised of ten departments and nine interdisciplinary programs. A key responsibility of the Associate Dean will be coordinating with offices, programs, and initiatives including Enrollment Management (Academic Standards and Evaluations, Admissions, and Registrar), Student Affairs (Campus Life, Financial Aid, and Athletics), Administration (Finance and Budget, Buildings and Grounds, and Human Resources), and Institutional Advancement (Alumni Relations and College Foundation). The Associate Dean's activities will include fund raising and development; partnering with high schools and other community organizations to facilitate outreach, service, and student recruitment; working with Information Technology to manage and develop the School's web presence and online marketing strategy; organizing artistic and humanities-based programming, i.e. speakers series, author visits, and conferences; scheduling professional development opportunities for faculty; serving on and chairing search committees and focus groups; directing new interdisciplinary programs and projects; supporting campus publications and media outlets (i.e. campus newspaper, radio station, literary magazine, and academic journals); and supporting the Dean in mentoring tenure-track and promotion-eligible faculty, managing the School's budget and scheduling processes, maintaining relationships with performing arts venues, and promoting and enhancing the use of technology across the School.

Lehman College, a senior college of the City University of New York, offers both undergraduate and graduate programs. Its campus is located in the Northwest Bronx in New York City, convenient to Manhattan, Westchester, and Rockland Counties, and New Jersey.

MINIMUM QUALIFICATIONS
This position is in CUNY's Executive Compensation Plan. All executive positions require a minimum of a Bachelor's degree and eight years' related experience. Additional qualifications are defined below by the College.

OTHER QUALIFICATIONS
- Ph.D. or MFA in a discipline represented in the School
- Experience as Chair of an Arts or Humanities department
- Of the eight years experienced required, at least five years as a full-time faculty member in an Arts and/or Humanities department
- Current rank of Associate Professor or Professor
- Record of fund raising accomplishments
- Experience teaching in an urban institution of higher education

Preferred proficiencies:
- PeopleSoft applications
- Web content management systems (i.e. Contribute)

COMPENSATION
Commensurate with education and experience.

BENEFITS
CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits.

Health benefits are also extended to retirees who meet the eligibility criteria.

HOW TO APPLY
To apply, go to www.cuny.edu, select "Employment," and "Search Job Listing." You will be prompted to create an account. Return to this job listing using the "Job Search" page and select "Apply Now".

Please submit a letter of application, current CV, and the contact information of three professional references.

CLOSING DATE
Open until filled with review of CVs/resumes to begin October 8, 2012.

JOB SEARCH CATEGORY
CUNY Job Posting: Executive

EQUAL EMPLOYMENT OPPORTUNITY
We are committed to enhancing our diverse academic community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. EO/AA Employer.