

Position Announcement  
Associate Dean  
Office of Graduate Studies

Applications and nominations are invited for the position of Associate Dean of the Office of Graduate Studies.

The Position

The Associate Dean is a 12-month, full-time position under the Management Personnel Plan (MPP). The Associate Dean reports to the Dean of Graduate Studies and represents the dean in her absence. Candidates must have a tenured-appointment at the rank of Associate Professor or Professor at CSU, Chico. Experience with graduate programs required. Annual performance evaluations will be conducted by the dean in accordance with MPP assignments.

Preferred Qualifications

- Highly-developed organizational skills with the ability to research issues, organize data, expedite reporting
- Skilled in effective communication, consensus building, conflict management
- Knowledge of university policies and procedures
- Ability to manage multiple tasks simultaneously, and re-prioritize as necessary
- Advanced computer skills, including PowerPoint, Excel, PeopleSoft and Internet
- Ability to work closely with the dean to carry out the goals of the school and university

The primary responsibilities of the position include:

- 1) Assist the dean in updating and implementing the graduate school strategic plan.
- 2) Lead the development and implementation of graduate program assessment activities.
- 3) Serve as contact for Student Judicial Affairs.
- 4) Review and coordinate new program proposals.
- 5) Oversee the development of office procedures.
- 6) Serve as liaison with campus advising, admissions and records.
- 7) Oversee college web page and other outreach materials.
- 8) Oversee planning and organizing of school events, including commencement and new student orientation.
- 9) Administer graduate student exit survey and out-of-state fee waiver program.
- 10) Adviser to Council of Graduate Students.
- 11) Other duties as assigned by the dean.

### Application Procedure

Applicants should submit a brief cover memo summarizing their qualifications and interest in the position, and a copy of their curriculum vitae. Submit application materials (electronically) to Jeanette Trombley ( [jtrombley@csuchico.edu](mailto:jtrombley@csuchico.edu) ) by Friday, October 1, 2010. It is anticipated that the position will begin in January 2011.