

Wartburg College
Assistant Dean of the Faculty

DATE ANNOUNCED: November 19, 2014

POSITION: Administrative Staff Position

TITLE: Assistant Dean of the Faculty

STARTING DATE: January 2015

DEADLINE: Screening of applications begins immediately and continues until position is filled. Applicants received before January 31, 2015 will receive full consideration.

QUALIFICATIONS: Requires relevant master's degree and five years' experience; excellent communication, interpersonal and problem solving skills, and attention to detail. Prefer a Ph.D. and experience in higher education administration.

RESPONSIBILITIES: Coordinate annual academic staffing/scheduling plans, including the approval of overloads and adjuncts, the hiring of part-time faculty, and the evaluation of reassigned time. Analyze course offerings needed for general education and ensure that general education courses are available to students. Coordinate schedule development with departments and the Registrar's office. Support schedule development with departments and the Registrar's office. Oversee compensation of independent study, arranged study, internship, and Orange EXCEleration assignments, adjunct, and summer school. Oversee compilation and publication of academic catalog. Prepare Trend in Majors, Student to Faculty ratio, SCUs and Faculty reports as needed for the Faculty Council and the Dean of Faculty. Support the monitoring of faculty load and prepare overload reports and compensation request to payroll. Support establishment of academic standing of students and recommend probation, suspension, and readmission for consideration by the Vice President of Academic Affairs and Dean of Faculty. Train for *Infomaker* report writing; develop competence to create and modify academic reports. Oversee the summer school program.

SALARY: Competitive

CONTRACT: Twelve-month, salaried, administrative staff position

APPLICATION PROCEDURE: Send letter of application addressing qualifications; curriculum vita; official transcripts; names, addresses, phone, fax, or e-mail address for three professional references to the Wartburg College Human Resources Office at hr@wartburg.edu. See <http://www.wartburg.edu/hr> for complete information.

Wartburg College is a fully accredited four-year, coeducational liberal arts college of the Evangelical Lutheran Church in America. As an affirmative-action, equal-opportunity institution, Wartburg College actively seeks applications from women and members of ethnic and minority groups.