



CALIFORNIA STATE UNIVERSITY, STANISLAUS

One University Circle • Turlock California 95382

California State University, Stanislaus is pleased to announce the following position and invites nominations or applications for:

ASSOCIATE DEAN, UNIVERSITY EXTENDED EDUCATION

The Associate Dean, University Extended Education (UEE) is a full-time, 12 month, MPP (Management Personnel Plan) position and reports directly to the Dean of UEE.

The Associate Dean of UEE works closely with the Dean and staff of UEE, and faculty and administrators. The Associate Dean supports existing degree programs offered through UEE, develops and launches new programs in collaboration with colleges/departments, and oversees and builds enrollments for Summer Session and Winter Intersession. The successful candidate must be an innovator and a person who enjoys connecting with diverse campus and external communities.

The Associate Dean is the direct supervisor of the UEE registration specialist, program coordinator and program developer. He/she is responsible for maintaining clear lines of communication among college faculty who teach in programs offered through UEE, as well as department chairs, staff, students, and administration. The Associate Dean develops a climate within UEE promoting and fostering a collegial and supportive working and learning environment both within the unit and with internal and external constituencies. He/she must also assure adherence to state and federal regulations, university and system policies, and appropriate accreditation standards. The Associate Dean assures program excellence through learner and constituent feedback, support unit reviews, incorporation of technology program support, and meeting the goals of UEE and our partners. He/she performs comprehensive personnel reviews and makes substantive recommendations to the Dean for staff according to University and College policies.

The Associate Dean develops and presents budget recommendations to the Dean and plans and controls college expenditures within established budgetary allocations.

UEE currently offers two undergraduate and three graduate programs in partnership with CSU Stanislaus colleges, coordinates Summer Session, Winter Intersession and offers numerous non-credit offerings. Future plans call for the development and launch of several additional degree and/or certificate programs at the undergraduate and graduate level.

Qualifications and Knowledge, Skills and Abilities:

The ideal candidate will possess a Master's degree, preferably with course work in adult education, marketing and/or management, Bachelor's degree required. This position requires five to eight years of progressively responsible professional experience in educational programming in higher education extended/continuing education and experience working with faculty. This experience must include budget management and at least two years of supervisory experience. The ideal candidate is expected to have excellent communication skills, the ability to perform independently and as a strong team contributor, and the ability to handle multiple tasks concurrently. The successful candidate must have the ability to work with multiple organizations both internally and externally and manage activities among them. In addition, the ability to effectively set priorities and meet deadlines is critical. Demonstrated, successful experience in a self-support continuing/extended education operation within the CSU is highly preferred.

Salary Range: Salary will be commensurate with education and experience. This is a 12-month, full-time, CSU Management Personnel Plan (MPP) position with an excellent benefits package. For detailed information on management benefits please refer to the following benefit web page:

http://www.calstate.edu/Benefits/Summaries/2007_MPP.pdf

Anticipated Starting Date and Application Procedure: The position will remain open until filled. Full consideration will be given to candidates who apply by February 17, 2012. The successful candidate will be eligible to start in the position as soon as possible.

In addition to submitting a standard CSU Stanislaus employment application (download electronic application at http://www.csustan.edu/hr/Employment_Opportunities/Management/index.html), applicants should submit a resume with a cover letter addressing qualifications, as well as names and contact information for three professional references, to:

California State University, Stanislaus
Attention: Ms. Annie Hor, University Library
One University Circle, L135F
Turlock, CA 95382

For questions please contact (209) 667- 3607

THE UNIVERSITY: California State University, Stanislaus serves the San Joaquin Valley, one of the fastest growing areas in the country. Widely recognized for its quality academic programs, the University has 10 nationally accredited programs and approximately 400 full-time faculty. The University offers 41 undergraduate majors, 24 master's programs, 7 post-graduate credentials, and a doctorate in education serving 8,600 students. New instruction facilities have been built for the unique pedagogy of professional programs, laboratory sciences, and performing arts.

CSU Stanislaus was recognized by the American Association of State Colleges and Universities as one of 12 public universities nationwide that demonstrate exceptional performance in retention and graduation rates. *U.S. News and World Report* ranked CSU Stanislaus as one of "The Top Public Universities-Master's" institutions in the West in its *America's Best Colleges* ratings. The University is recognized as a Hispanic-Serving Institution (HSI) by the U.S. Department of Education, and CSU Stanislaus has received national recognition with its ranking as one of the best 371 colleges in the nation by The Princeton Review. Additional information is available at the University's Web site: www.csustan.edu.

Information contained in this announcement is subject to change with or without notice.

CSU Stanislaus is an Equal Opportunity/Affirmative Action Title IX/Section 503/504 employer. Qualified women, minorities, and persons with disabilities are encouraged to apply. CSU Stanislaus hires only individuals lawfully authorized to work in the United States. Clery act: in compliance with the Jeanne Clery disclosure of campus security policy and crime statistics act, crime report statistics are available at <http://www.csustan.edu/UPD/pages/CampusCrimeStatistics/index.html>

The successful candidate must be fingerprinted and successfully pass a background check, which may include checks of employment records, criminal records, civil records, and motor vehicle records. In addition, this position may be designated under the California State University's Conflict of Interest Code and, if so, will be subject to filing the Fair Political Practices Commission Form 700.

12/14/11; 1/19/12