



POSITION ANNOUNCEMENT

TEACHERS COLLEGE, HENDERSON Associate Dean

- POSITION:** Associate Dean of Teachers College, Henderson, 12-month position beginning July 2017.
- DESCRIPTION:** The Associate Dean assists the dean of the college in all facets of leadership, recruitment, marketing, and strategic planning, including maintaining an environment of collegiality and student success and works closely with department chairs, program coordinators, and a wide variety of faculty and staff. Primary responsibilities to be associated with this position under the direction of the dean may include the following: leading the assessment efforts and coordinating the systematic communication of assessment data to relevant departments; serving as CAEP coordinator for the upcoming spring 2018 accreditation visit and self-study preparation; overseeing the Tk20 assessment system unit administrator; ensuring timely completion and submission of internal assessment reports to the university assessment staff as well as external reports to state, federal and accreditation-related agencies; supporting faculty in developing, revising, implementing program assessments; collaborating closely with the education preparation admissions and licensure offices; communicating effectively with all stakeholders; and teaching a limited number of classes.
- QUALIFICATIONS:** Henderson State University is an Equal Opportunity Employer/Affirmative Action Employer with a significant commitment to the achievement of excellence and diversity among its faculty, staff and students. An earned doctorate in education or a closely related field is required. The candidate must have successful experience in higher education administrative and leadership experience in assessment and a knowledge of accreditation processes. Excellent verbal and written communication skills together with organizational, human relations and technological skills are expected. The candidate should possess exceptional collaboration and team-building skills.
- SALARY:** Salary and rank commensurate with experience and qualifications.
- THE UNIVERSITY:** Henderson is located in Arkadelphia, a charming, family-centered community of 11,000 residents about one hour southwest of Little Rock on Interstate 30. Nestled in the foothills of the Ouachita Mountains, the community is home to two universities, a strong public school system, a thriving medical community, two recreational rivers, and the iconic Lake DeGray and is approximately 30 miles from historic Hot Springs National Park, one of the great American treasures. Please visit www.hsu.edu www.arkadelphiaalliance.com or www.arkadelphiaschools.org for more information about Henderson and our community.
- Teachers College:** Teachers College is comprised of five departments offering undergraduate and graduate degrees: Advanced Instructional Studies & Educational Leadership; Counselor Education; Curriculum and Instruction; Family and Consumer Sciences; and Health, Physical Education, Recreation, and Athletic Training. Teachers College, Henderson is CAEP (formerly NCATE) accredited.
- APPLICATION:** Send letter of application, vita, unofficial transcripts and necessary contact information for five professional references in PDF format by email to search committee chair, Dr. Gary Smithey at smitheg@hsu.edu

Review of applications will begin immediately and continue until the position is filled. For optimal consideration, please submit application materials by January 25, 2017. The final applicant for this position will be required to submit to a background screening including a criminal background check pursuant to university policy. The applicant will also be required to provide official transcripts.