

MILLERSVILLE UNIVERSITY  
Associate Dean  
College of Education and Human Services

Millersville University of Pennsylvania welcomes applications for its **Associate Dean of the College of Education and Human Services**, a position beginning July 2018. Highly regarded for its instructional quality and strong commitment to diversity, MU is a learner-focused institution located in historic Lancaster County, known for its excellent schools and vibrant arts community; Lancaster County is close to Baltimore, Philadelphia, Washington, and NYC. MU enrolls about 8,500 undergraduate and graduate students. We seek an individual who embraces our public mission and values exploration, professionalism, integrity and compassion.

Specific duties include:

1. Provide leadership and oversight for accreditation and program reviews for the Professional Education Unit, including those associated with the Council for the Accreditation of Educator Preparation (CAEP), Middle States Commission on Higher Education, Specialized Professional Associations (SPAs), and the Pennsylvania Department of Education (PDE).
2. Provide leadership and oversight for preparation of reports and documents that respond to surveys and inquiries from United States Department of Education (USDOE) (e.g. Title II), CAEP, PDE, Pennsylvania State System of Higher Education (PASSHE), Millersville University (e.g., Council of Trustees), and other ad hoc requests.
3. Foster collaboration and innovation in curricular planning, development, and implementation.
4. Assist the dean with the evaluation of adjunct faculty.
5. Coordinate admission of candidates into post-baccalaureate educator preparation programs.
6. Supervise the Coordinator of the Office of Field Services and supports the activities of that office – student teaching and early field experience placements, certification, criminal clearances, formal admission to teacher education, and licensure testing.
7. Participate in leadership positions as a standing member of College Council, Teacher Education Council, and Professional Education Unit (PEU) Assessment Committee. Serves on other ad hoc committees as formed.
8. Address student inquiries, concerns, problems, and issues including clearance violations. Investigate, resolve and report resolution of customer service issues referred from university administration.
9. Complete other tasks as assigned by dean, and serve as acting dean in the dean's absence.

Additional information about the College of Education and Human Services can be found at <http://www.millersville.edu/education> For complete position description and qualifications, and to apply, go to <http://jobs.millersville.edu/postings/4811> and create a staff application. Send questions to Janet Josephson, Search Chair, at [Janet.Josephson@millersville.edu](mailto:Janet.Josephson@millersville.edu)

Full consideration given to applications received by 12/07/2017. An Equal Opportunity/Affirmative Action Employer