Associate Dean

Below you will find the details for the position including any supplementary documentation and questions you should review before applying for the opening. To apply for the position, please click the **Apply for this Job** link/button.

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Position Details

**Position Information**

- **Posting Number**: S01499P
- **Position Title**: Associate Dean
- **Department**: College of Education & Human Development
- **FLSA**: Not listed.
- **Salary**: Not listed.
- **Grant Funded**: No
- **Location**: Main Campus
- **Jurisdiction**: Staff
- **Number of Vacancies**: 1
- **Position Summary**: The College of Education and Human Development at Jackson State University is accepting applications for its Associate Dean position.

**Qualifications**

- **Minimum Required Education**: The preferred candidate should possess an earned doctorate from a discipline within the field or discipline of education from a regionally-accredited higher education institution and be tenured at the level of associate professor.

- **Minimum Required Experience**: A minimum of five years of demonstrated administrative academic experience in higher education at the level of associate dean, program director/coordinator, department chair, or equivalent.

- **Minimum Required Licenses and/or Certifications**: None.

- **Qualifications**: Experience with program and course curriculum revision and development. Experience utilizing multiple learning platforms to include face-to-face, online, and hybrid formats is expected. Experience utilizing data to inform decisions concerning program development, implementation, evaluation, and quality improvement. Experience in development and writing academic reports (e.g., policy, program reviews, and catalog edits). Experience supervising, evaluating, and coordinating professional development of the faculty and staff. Strong record of teaching, service, scholarly research, and publication. Familiarity with quality assurance, assessment, and accreditation standards and processes.

**Knowledge, Skills and Abilities**: See preferred qualifications.

- **Job Duties and Responsibilities**: Ensures that all programs and coursework navigate the policies and procedures established by COEHD, university, and IHL curriculum committees, COEHD open house events; and commencement ceremonies. Ensures that class scheduling and room reservations are completed appropriately. Assists with students navigating college-based resources and provides oversight of COEHD scholarships to eligible candidates per the guidelines of the scholarship sponsorship and provides oversight of graduate student funding (GTA, GRA, and GAs). Develops, implements, and ensures compliance of students with COEHD professional and graduate student policies and procedures.

**Posting Detail Information**

**EEO Statement**: Jackson State University is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin,
disability status, protected veteran status, or any other characteristic protected by law.

**Background Check Statement**
Jackson State University is committed to providing a safe campus. JSU conducts background checks for applicants being considered for employment. Background checks include reference checks, criminal history/record check and when appropriate a credit report or driving history report.

**Open Date**
03/09/2023

**Close Date**

**Open Until Filled (overrides close field)**
Yes

**Special Instructions to Applicants**

**Posting Supplemental Questions**

Required fields are indicated with an asterisk (*).

1. * What is the highest level of education attained?
   - G.E.D.
   - High School Diploma
   - Associate's degree
   - Bachelor's degree
   - Master's degree
   - Specialist degree
   - Ph.D.
   - Juris Doctorate
   - None of the above

2. * Can you, if hired, provide proof of education?
   - Yes
   - No

**Applicant Documents**

**Required Documents**
1. Resume
2. Unofficial Transcripts

**Optional Documents**
1. Cover Letter/Letter of Application
2. Teaching Philosophy
3. Writing Sample
4. Letter of Reference 1
5. Letter of Reference 2
6. Letter of Reference 3
7. Evidence of Teaching Effectiveness