Associate Dean for Undergraduate Programs, Student Success, and Staff Management and Development

The Associate Dean for undergraduate programs, student success, and staff management and development will lead a comprehensive series of activities and initiatives that ensure successful delivery of an innovative and market-relevant undergraduate curriculum to meet the needs of students and employers in greater Los Angeles, statewide, and nationally. The Associate Dean will serve as a member of the College’s leadership team and represent the College of Business and Economics (CBE) on appropriate college and university committees. He or she reports to the Dean of CBE and participates in college-level strategic planning activities to ensure that the CBE’s undergraduate degree programs remain at the leading edge of business education.

The Associate Dean oversees the student success center (advising and placement), leads the College’s undergraduate enrollment management initiatives (student recruitment and student retention), supports student co-curricular activities to enhance student engagement (organizations, clubs, events, competitions), manages and evaluates the departmental support staff, and in collaboration with department chairs and faculty manages undergraduate class schedule during the academic year, summer, and intersessions. He or she works closely with chairs to address issues related to student access to specific courses and sufficient and timely program and course offerings, collaborates with the director of student success center to identify gateway courses and strategizes on enhancing student success in such courses, and arrives at other strategies that assist with the Grad 2025 initiative.

The Associate Dean will cooperate with associate dean for accreditation and department chairs to ensure staffing of undergraduate classes by AACSB-qualified faculty and maintenance of AACSB faculty sufficiency ratios, and will manage and staff BUS core class offerings. He or she is also expected to collaborate closely with the coordinator of AACSB accreditation, the CBE assessment committee, and the associate dean for accreditation to transition assurance of learning outcomes to undergraduate curriculum management activities.

This position is an instrumental part of a core management team that is focused on creating a dynamic collegial work environment that promotes a high performing organization. Leading and coordinating activities which result in improvement of graduation rate among undergraduate students at CBE is one of the priorities for the associate dean for Undergraduate programs, student success, and staff management and development.

This is an exciting, high impact, and highly satisfying opportunity. If you are looking for a position where you would make a difference from day one, if you enjoy leading change in a dynamic business environment, and if you take pride in taking a great College to the next level of excellence, this position is for you.
30% of the job is focused on working with the Director of the College of Business and Economics’ Student Success Center to coordinate activities that improve student progress towards timely graduation, consistent with the Grad 2025 initiative; monitoring undergraduate class offerings in collaboration with department chairs to ensure availability of classes in a timely manner for CBE undergraduate students; managing and staffing of BUS core courses; collaborating with the associate dean for accreditation to ensure that the increasing number of undergraduate course sections are staffed by faculty who meet AACSB faculty qualification requirements; and supporting student co-curricular activities which enhance student experience in the College and University. The associate dean will devise, implement, and participate in student recruitment, and strategize on student retention initiatives in collaboration with other college and university faculty and staff.

25% of the job is focused on leading the CBE faculty in designing student-focused undergraduate programs, curriculum, and activities that significantly improve job opportunities and student placement; serving as an independent and impartial advocate for all CBE departments and undergraduate programs; staying current in the latest trends in undergraduate degree programs, student advising, and management strategies for gateway courses and presenting student success strategies to the dean, chairs, and faculty; serving as the CBE liaison with Academic Affair’s Dean of Undergraduate Studies; and serving as the CBE liaison with the Academic Affair’s Office of Planning and Budget.

25% of the job is focused on managing efficient operations of the staff support center to comprehensively serve the needs of respective departments; evaluating the performance of the staff support center personnel; and in conjunction with the aforementioned and department chairs, ensuring that the availability and allocation of resources support various undergraduate programs, majors, and minors to meet the strategic needs of the College and the mission of the University;

10% of the job is focused on advising the dean on space allocation/re-allocation, technology needs, and other support services for undergraduate programs, and on keeping the dean fully appraised on various initiatives, curricular issues, and any other university and/or college policy developments that are led by associate deans at Cal State LA.

10% of the job is focused on one-time or recurring duties which may be assigned by the dean.

**Required Qualifications:**

- Ability and/or interest in working in a multicultural/multiethnic environment.
- Terminal Degree from an AACSB-accredited institution in a discipline represented within the College;
- Qualifications for appointment as a tenured associate or full professor in a department within the College of Business and Economics;
- Meeting AACSB Scholarly Academic (SA) qualification as prescribed by the College’s requirement at the time of hire, and maintaining SA qualifications based on the College’s current/future requirements;
- Significant and successful administrative experience, financial acumen, and proven leadership skills;
- Previous leadership experiences in positions with responsibilities that include supervision and evaluation of personnel;
- Excellent organizational, interpersonal, and communication skills;
- Establishing and maintaining professional and cooperative working relationships with administrators, faculty, and staff;
- Commitment to work collaboratively with staff and faculty in other Colleges in pursuit of joint degree and non-degree programs;
- Commitment to work collaboratively with College of Professional and Global Education staff in furthering the executive education opportunities and international programs at CBE;
- Commitment to work effectively in a multicultural/multiethnic environment;
• Evidence of commitment to teaching, research, and service;
• Understanding of AACSB International accreditation and processes;
• Understanding of assurance of learning (AOL) and assessment process;
• Providing equal representation for all departments within the College of Business and Economics and offering impartial advice to the Dean when evaluating curriculum and resource requirement proposals

**Desired Qualifications:**

• Administrative experience at an AACSB-accredited School/College of Business;
• Earned tenure and promoted to a higher rank at an AACSB-accredited School/College of Business;
• Familiarity with faculty collaboration and curriculum development;
• Experience in faculty retention, tenure and promotion process and with AACSB faculty qualifications, deployment, and sufficiency standards;
• Experience with Assessment, AACSB Assurance of Learning and Closing the Loop (Curriculum Management)

Salary is commensurate with experience and qualifications. A comprehensive benefits package is provided. Review of applications will begin on April 15, 2018 and will continue until the position is filled; however, the position may close when an adequate number of qualified applications are received. A completed online Cal State LA employment application is required and maybe completed within the management positions section at [http://www.calstatela.edu/hrm/employment-opportunities](http://www.calstatela.edu/hrm/employment-opportunities). Resumes will not be accepted in lieu of a completed application.

*California State University*, Los Angeles, under the leadership of President William A. Covino, is one of 23 campuses of the California State University system. Founded in 1947, the University is in the city of Los Angeles, adjacent to the San Gabriel Valley, and has more than 28,000 students who reflect the rich ethnic diversity of the area.

*The College of Business and Economic* ([http://www.calstatela.edu/business](http://www.calstatela.edu/business)) offers undergraduate degree programs in Business Administration, Computer Information Systems, and economics, and five graduate degree programs (MBA, MS Accountancy, MA Economics, MS Healthcare Management, and MS Information Systems. Eighty full time faculty members and over 100 contributing lecturers bring a mix of knowledge and practice to our nearly 5,000 students. The College’s programs are fully accredited by AACSB International.

**APPLICATION INFORMATION**

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<td><strong>Contact:</strong></td>
<td>Human Resources Management</td>
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<td>California State University, Los Angeles</td>
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<td><strong>Phone:</strong></td>
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<td><strong>TDD:</strong></td>
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The University actively encourages qualified minorities, women, and persons with a disability to apply. Upon request, reasonable accommodation will be provided to individuals with protected disabilities to (a) complete the employment process and (b) perform essential job functions when this does not cause undue hardship.