

Dean of Arts & Humanities



Department: School of Arts and Humanities

Type: Full-time, Faculty

Stephens College seeks an energetic, collegial, and visionary leader to serve as the founding Dean and Sara Jane Johnson Scholar in our newly established School of Arts and Humanities. The new school will serve as academic home to an exciting array of degree programs, including our arts-immersion education program; film; fashion; english/creative writing; the visual and performing arts; our general education program, including history, global studies, and women's studies; and our MFA in Screen and Scriptwriting. It is the primary role of the Dean to engage the School's faculty in the development, presentation, assessment and continuous improvement of innovative, high-demand and interdisciplinary academic programs designed to meet the needs of current and future students. The Sara Jane Johnson Scholar position, an endowed three-year special appointment that provides research and development funding, will support the Dean's strategic development and vision of the ways in which the arts and humanities can remain relevant and inspiring as the nature of learning, work and culture continues to evolve.

Responsibilities

1. School Leadership:

- Developing and leading a culture of strategic innovation and competitive excellence;
- Working effectively with faculty and staff to achieve measurable and ambitious outcomes, consistent with the College's mission and strategic goals;
- Recruiting, retaining, and developing a diverse workforce within the School, consistent with College policies and faculty regulations;
- Representing the School to the larger college community, accrediting bodies, state and national government agencies, and community partners;
- Providing mentoring, mediation and problem solving in the resolution of academic concerns, issues and grievances, consistent with College policy.

2. Resource Management:

- Establishing and monitoring resource priorities and allocations, consistent with College policy and in collaboration with the Vice President for Academic Affairs;
- Achieving strategic enrollment management to achieve maximum efficiency and high student satisfaction;
- Advocating for the School's priorities and initiatives;
- Developing an annual budget proposal in collaboration with the Vice President for Academic Affairs;
- Monitoring the School's annual budget, resource needs, and space allocation.

3. Curriculum Oversight:

- Leading and supporting curriculum development to ensure program currency, competitiveness and rigor;
- Collaborating with transfer institutions to establish and maintain articulation agreements and direct transfer agreements;
- Monitoring faculty currency and curricular expertise;
- Establishing course schedules to optimize efficiencies and meet student needs.

4. Community Relations:

- Representing the School and the College in community outreach events;
- Serving on local advisory committees, business-related task forces, or other community groups as appropriate;
- Engaging in donor development and institutional fundraising under the direction of the Office for Advancement;
- Recruiting community partners for experiential learning resources, program advisory committees, student mentoring programs, etc.

In his/her/their role as the Sara Jane Johnson Scholar, the Dean will:

- Conduct original research in disciplines related to the arts and humanities and/or in the role of the arts and humanities in higher education today;
- Engage colleagues and students in a reexamination of the role of the arts and humanities in the general education core at Stephens College.

Minimum Qualifications:

- A Ph.D. in a related or relevant discipline;
- Three to five years' experience managing complex and diverse organizational units with competing needs;
- Three to five years of experience teaching in a higher education setting.

Desirable Qualifications:

- A proven track record of effective management, interpersonal, communication, collaboration and problem-solving skills.
- Documented experience in providing transparent, inclusive leadership to diverse stakeholders and community members;
- Ability to interpret and communicate complex program and administrative policies;
- Experience with budgetary processes and financial statements;
- Experience or background in instructional design and/or curriculum development.

We offer a competitive compensation package commensurate with qualifications and experience.

Stephens College offers excellent benefits, including vacation/holiday/sick pay, health/dental/life insurance, tuition waiver and College-paid retirement plan.

To Apply:

Qualified applicants must complete an on-line [Stephens College application](#) with the following:

- Substantive cover letter addressing the qualifications listed above and reflecting your leadership style
- Curriculum vitae or resume
- List of at least three professional references with full contact information

The successful candidate must pass a criminal background check.

EOE A diverse community on campus is valued. | **Smoke Free Campus**