



LINDENWOOD
UNIVERSITY

CEHS, Dean – Job Ad

Job Title: Dean, College of Education and Human Services

Division: Academic Affairs

Evaluation Group: Academic Administrator

Reports To: Provost/ VP, Academic Affairs

Positions Supervised: Varies

Lindenwood University's College of Education and Human Services is seeking an experienced academic leader with a keen sense of higher education trends and societal shifts related to education and human services professions, who brings an innovative mindset to addressing these changes and opportunities.

The next dean will be a business minded leader, who is able to use data and other insights to evaluate the performance of the college and implement growth- and improvement-oriented processes.

Lindenwood University College of Education and Human Services

The mission of the College of Education and Human Services at Lindenwood University is to provide an experiential education of exceptional quality which prepares students to successfully lead and serve as professionals in a diverse society.

Job Summary

The dean provides academic leadership, administration, direction, planning and evaluation for all academic activities and faculty affairs of the college.

Essential Job Functions and Performance Indicators

The intent of this job description is to provide a representation of the types of duties and level of responsibility that will be required of positions given this title. This job description shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employees may be directed to perform job-related tasks other than those specifically presented in this description.

Teaching and Learning

- Undertakes and monitors initiatives to improve student learning both in and beyond the classroom
- Assists students in the development of adaptive thinking and problem solving skills

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- Provides leadership in the utilization of emerging technologies and the effective application of instructional technologies to enhance student learning
- Provides leadership in the use of high impact academic practices that lead to student success

Leadership and Strategic Thinking

- Establishes long and short terms goals for the college and ensures that standards are met
- Creates a work environment that is mission and vision aligned
- Provides on-going assessment, adapts to changes because of new information and responds to trends in high education
- Oversees the academic, personnel, financial and administrative affairs of the college
- Represents the college on the dean's council and other faculty committees

Human Resources Management

- Assists in the selection, improvement, evaluation and promotion of the faculty
- Maintains responsibility for the orientation of new faculty members, and the professional growth of specified faculty and staff
- Manages teaching loads and course offerings within the college
- Conducts classroom observations and provides feedback to faculty members
- Approves hiring and deployment of adjunct instructors
- Reviews and analyzes student evaluations

Administrative Duties

- Enforces compliance with all laws, policies and regulation required by the university and other governing agencies
- Assists in preparation of annual budget for the college
- Reviews substitutions in course requirements for departmental majors
- Allocates funds, equipment, time and human resources for the highest return
- Approves course schedules
- Meets with prospective students, oversees college recruitment efforts and monitors student enrollment and retention data
- Leads and sets agenda for meetings
- Oversees and approves the submission of work

Communication and Collaboration

- Supports the mission of the university and serves as an ambassador of the Q2 culture of service excellence
- Communicates college and university priorities to all faculty and staff
- Engages in effective university advancement, alumni affairs and advocacy on behalf of the institution



Job may require other duties as assigned.

Required Qualifications – An equivalent combination of education, training and experience will be considered. Additional requirements may be designated by position.

- Terminal degree
- Prior administrative experience in higher education

Knowledge, Skills and Abilities – May be representative, but not all inclusive, of the knowledge, skills and abilities necessary to perform the job competently.

- Demonstrated ability to work effectively with individuals from diverse communities and cultures
- Strong leadership and collaborative skills
- Ability to establish and maintain effective relationships with the community, faculty, students, staff and board of directors
- Strong analytical, organization and creative skills
- Strong initiative and interpersonal skills
- Understanding of emerging technologies and the effective application of instructional technologies to enhance student learning
- Understanding of contemporary issues in higher education
- Understanding of high impact academic practices that lead to student success

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of this job's functions.

- General office setting

Physical Abilities – The physical demands described below are representative of those that must be met by an employee to successfully perform this job's essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Ability to sit at computer for extended periods of time daily
- Ability to communicate effectively with others through speaking, listening, reading and writing
- Regular attendance is a necessary and essential function