### CSUB JOB ANNOUNCEMENT

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>ASSOCIATE DEAN (Administrator III)</th>
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<tbody>
<tr>
<td>Recruitment #:</td>
<td>#2144</td>
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<tr>
<td>Full/Part-Time:</td>
<td>Full-Time</td>
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<tr>
<td>Employment Type:</td>
<td>MPP – this administrative position is part of the California State University Management Personnel Plan. No tenure or permanent status can be achieved within the MPP.</td>
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<td>Bargaining Unit:</td>
<td>M80</td>
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<td>Salary:</td>
<td>The salary is competitive, depending upon qualifications and experience of the successful candidate. This administrative position is part of the California State University Management Plan and includes an excellent benefits program.</td>
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<td>Department:</td>
<td>School of Social Sciences &amp; Education, Dean’s Office</td>
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<td>Available:</td>
<td>April 14, 2017</td>
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<td>Special Conditions:</td>
<td>Background/ Fingerprint</td>
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<tr>
<td>Sensitive Position:</td>
<td>Yes</td>
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<tr>
<td>Posted:</td>
<td>April 14, 2017</td>
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<tr>
<td>Closing Date:</td>
<td>Extended to May 5, 2017</td>
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**THIS RECRUITMENT IS AVAILABLE TO CURRENT ON-CAMPUS EMPLOYEES ONLY.**

**APPLICATION PACKET REQUIREMENTS**
This position requires (including those on campus) submission of:

- A standard CSU, Bakersfield job application (download at: [http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html](http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html))
- Names of three professional references
- Copy of degree/transcripts/typing certificate, if required
- Brief description of how you are qualified for this position by virtue of your interest, aptitude, education and experience required.

**California State University, Bakersfield (CSUB)**: The University is located in Bakersfield, California, a family-oriented city within 90 minutes from Los Angeles, the mountains, or the ocean. One of four schools at CSUB, the School of Social Sciences & Education (SSE) is the largest school on campus and includes the departments/programs of Advanced Educational Studies, Anthropology, Child, Adolescent, and Family Studies, Counseling Psychology, Criminal Justice, Educational Administration, Educational Counseling, Kinesiology, Liberal Studies, Political Science, Psychology, Social Work, Sociology, Special Education, and Teacher Education. The School of Social Sciences and Education serves over 2400 FTES annually.

**Associate Dean for the School of Social Sciences and Education**: This is a full time administrative appointment reporting to the Dean of the School of Social Sciences and Education. This is a position for a passionate and driven...
professional who is a team player with strong computer and organizational skills and a commitment to quality and detail in addition to serving as an advocate for faculty and programs.

**DUTIES:**

**Assist the Dean with administration of academic programs within the School**
- Oversight and coordination, development and implementation of school-wide programs, review of course and program proposals, scheduling;
- Review and processing of academic petitions, student grievances, issues and problems;
- Represents the Dean to the University and community in the Dean’s absence

**Assist the Dean with assessment and accreditation issues**
- Coordination of school-level assessment initiatives, department assessment activities, articulation with community colleges, department program review processes and school contributions to the WASC review process:
  - Review and coordination of data collection, analysis and preparation of program report drafts for Council for Accreditation of Educator Preparation (CAEP), California Commission on Teacher Credentialing (CCTC), Senior College Commission of the Western Associate of Schools and Colleges (WASC), Council on Social Work Education (CSWE) and others as needed;
  - Provide oversight to see that unit assessment plans and five year reviews are completed.
- Assist the Dean, Department Chairs, and faculty to ensure compliance with regulations, professional standards, state law, and accreditation requirements;
- Assist the Dean with preparation of annual reports, school website and communications, and other reports on programs within the School

**Assist the Dean with community outreach and engagement**
- Assist the Dean, Department Chairs, and faculty with student outreach activities;
- Work with the Dean and development staff on alumni relations, community relations, and fundraising projects

**Assist the Dean with coordination and compliance with University policies**
- Serve as a liaison to Student Services to assure compliance with student retention and time to degree issues;
- Assist the Dean in carrying out the policies of the University and School;

**Other duties as assigned as directed by the Dean**, including new initiative planning and implementation or faculty development projects.

**REQUIRED QUALIFICATIONS:** Doctorate in one of the School’s disciplines and a record of teaching, scholarly activity, and service that satisfies eligibility of appointment to the rank of Associate Professor or Professor in an academic program in the School; demonstrated prior leadership experience such as an administrator, a department chair, an academic leader or equivalent (minimum one year); experience working effectively with students, stakeholders, community networks, faculty and staff members; demonstrated ability to interact professionally with current and prospective students; ability to work collaboratively with University offices; understanding of and experience in school and university governance; demonstrated organizational, management, problem-solving, and interpersonal communication skills; evidence of sensitivity to and understanding of the racial, ethnic, cultural, and linguistic diversity of the campus and community; evidence of shared governance in decision making and other related academic activities; effective written and communication skills; evidence of building community collaboratives and initiatives; knowledge of the School’s disciplines and undergraduate curriculum at a level sufficient for collaboration with department chairs for course planning and scheduling. Regular and reliable attendance is required.

**PREFERRED QUALIFICATIONS:** Experience working with programs for student retention and advisement; experience supporting community engagement and/or service learning; and successful experience and knowledge of accreditation.
SCREENING: Only those applicants possessing experience most directly related to the immediate needs of the office will be invited to appear before a Qualifications Appraisal Board for the purpose of appraising training, experience and interest in the position.

BACKGROUND CHECK: A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

SENSITIVE POSITION: Sensitive positions are designated by the CSU as requiring heightened scrutiny of individuals holding the position, based on potential for harm to children, concerns for the safety and security of the people, animals, or property, or heightened risk of financial loss to the CSU or individuals in the university community.

MANDATED REPORTER: The person holding this position is considered a “mandated reporter” under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

DESIGNATED POSITION: If the duties of this position include participation in decisions that may have a material financial benefit to the incumbent, the selected candidate will be required to file Conflict of Interest Form 700: Statement of Economic Interest when they first occupy the position, and on an annual basis, complete ethics training within 6 months of appointment, and attend this training every other year thereafter.

GENERAL INFORMATION: It is the policy of California State University, Bakersfield to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees will be required to present documentation verifying their right to accept employment. You will also be requested to present a social security card at the time of initial appointment in compliance with state payroll regulations. State regulations require that every state employee sign the Oath of Allegiance prior to commencing the duties of his/her State employment, except legally employed non-citizens. These individuals are required to sign the Declaration of Permission to Work.

APPLICATION PROCEDURE: Official California State University, Bakersfield application forms must be completed in full and received in the Human Resources Office by 5:00 p.m. on/or postmarked by the specified closing date, unless otherwise indicated. Resumes are welcomed but will not be accepted in place of the official application. E-mailed or faxed applications or resumes will also not be accepted.

Applications are available outside the Office of Human Resources and may be downloaded from the Human Resources website. Candidates who reside outside the city of Bakersfield may contact the Office of Human Resources and request that an application be mailed to their residence. It takes a minimum of 4-6 weeks from the closing date for a position to be filled.

To check the status of your application, go to the Human Resources’ Job Opening/Status Inquiry page at [http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html](http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html) and click on the “Job Status” icon link. **Applicants will not receive individual notifications.** Upon submission, all application materials become the exclusive property of California State University, Bakersfield and will not be copied or returned.