## 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>#2204</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. Exempt</td>
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<tr>
<td>Department:</td>
<td>Natural Sciences, Mathematics &amp; Engineering</td>
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<td>Available:</td>
<td>Immediately</td>
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<td>Special Conditions:</td>
<td>Background/ Fingerprint</td>
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<td>Sensitive Position:</td>
<td>Yes</td>
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<tr>
<td>Posted:</td>
<td>October 27, 2017</td>
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<tr>
<td>Closing Date:</td>
<td>November 22, 2017</td>
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**THIS RECRUITMENT IS AVAILABLE TO CURRENT ON-CAMPUS NSME 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):** California State University, Bakersfield, founded in 1970, is one of twenty-three campuses of the CSU System, with an enrollment of over 9,000 students. CSU Bakersfield’s School of Natural Sciences, Mathematics, and Engineering (NSME) is home to 170 faculty and staff who serve more than 2300 full-time equivalent students annually, including 2800 majors (undergraduate and master’s). Departments include Biology, Chemistry and Biochemistry, Computer and Electrical Engineering and Computer Science, Geological Science, Mathematics, Nursing, and Physics and Engineering.

NSME faculty and students are research active, with two NSF CAREER grants, a NSF CREST award, and over $7 million a year in external funding. They are also actively engaged with the local community, industry and K12. Visit our web page at [http://www.csub.edu/nsme](http://www.csub.edu/nsme) for additional information about the School’s programs and the area.

**California State University, Bakersfield** is committed to Equal Employment Opportunity. Applicants will be considered without regard to gender, race, age, color, religion, national origin, sexual orientation, genetic information, marital status, disability or covered veteran status.
The city of Bakersfield (population over 380,000) is located in the southern San Joaquin Valley and has a much lower cost of living than coastal California. Los Angeles, the Pacific Ocean, Mojave Desert, and Sierra Nevada Mountains are all within a two-hour drive from campus. Kern County has a vibrant economy, and is the most productive oil producing county and the second most productive agricultural county (by value) in the United States. Forbes magazine recently featured Bakersfield in an article on cities with a large capacity for innovation, based on the high proportion of engineers in our population and the large number of STEM jobs in the region.

**Associate Dean for the School of Natural Sciences, Mathematics, & Engineering:** The Associate Dean reports to the Dean of NSME and assists the Dean in leading the departments and programs to carry out the School’s mission and goals in alignment with CSUB’s strategic plan. The Associate Dean works with the department chairs, school staff, and other university administrators to achieve common goals and outcomes.

**DUTIES:**
- Facilitate student recruitment, orientation, advising, retention, class scheduling, management of FTE targets, and budget allocations in consultation with the Dean and Chairs;
- Develop and facilitate programs to enhance the research and scholarly activities of faculty and students;
- Manage NSME’s facilities and infrastructure, including safety and risk management issues, and assist the Dean in planning for renovated and new facilities;
- Assist the Dean in developing regional relationships with industry, community organizations, and other higher education institutions, in support of the educational and research goals of the School;
- Coordinate the activities of the NSME Student Success Center;
- Review and process academic petitions, student grievances, issues and problems;
- Facilitate faculty oversight of the curriculum and oversee curricular initiatives targeted at improving student learning and retention, articulation with community colleges, course and program proposal review;
- Coordinate NSME’s accreditation and assessment activities;
- Assist the Dean with preparation of annual reports, school website, communications and media;
- Serve as the Dean’s Office representative on the NSME Curriculum Committee, the NSME Safety Committee, and the Advising Leadership Team. Represent the Dean’s Office on various other school and university-wide committees, including Senate and DCLC, and in the wider community;
- Other duties as assigned, e.g. new initiative planning and implementation, grant-writing in support of NSME programs, and teaching.

**REQUIRED QUALIFICATIONS:**
- An earned doctorate from an accredited institution in a field appropriate to one of the departments in the School of Natural Sciences, Mathematics, and Engineering;
- An outstanding record of teaching, scholarship, and service commensurate with appointment as a full professor with tenure in a discipline represented by the School;
- Three or more years of experience in academic administration that includes management of fiscal and personnel resources, facilities, research or academic program management and evaluation;
- Successful experience working with faculty and administrators from a variety of disciplines, programs and university divisions;
- Demonstrated skills in organization, management, problem-solving, and collaborative decision making;
- Demonstrated ability to establish good working relationships with various School constituencies in a collegial and consultative manner, including faculty, students, staff, other administrators, alumni, industry, community members and the public;
- Demonstrated sensitivity to and understanding of the racial, ethnic, and cultural diversity of the campus and community and sensitivity to the needs of all students.
- Regular and reliable attendance is required.

**PREFERRED QUALIFICATIONS:**
- Administrative experience at a four-year university, preferably a comprehensive or master's level university;
- Experience with accreditation;
- Significant experience with curriculum design, assessment, program review and evaluation;
- Experience supporting community engagement, student internships or service learning;
- Management of multi-faculty or interdisciplinary research, grants and contracts;
- Experience in offering STEM faculty development programs;
- Demonstrated success in research-based scholarly activities, especially in a laboratory-based field.
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: This position is currently on the List of Conflict of Interest Designated Positions for CSU Bakersfield. This requires the filing of a statement of Economic Interest on an annual basis and the completion of training within 6 months of assuming office and every two years 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 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.