

DRAFT 10-27-15

**MICHIGAN TECHNOLOGICAL UNIVERSITY
CLASSIFICATION DESCRIPTION**

Job Title: DEAN, GRADUATE SCHOOL (full-time)

Department: GRADUATE SCHOOL

Salary Range: COMMENSURATE WITH EXPERIENCE

Exempt (YIN): YES Supervisor: PROVOST

SUMMARY: The Dean of the Graduate School will commit to improving the quality of graduate education for all students at Michigan Technological University. The Dean will provide strong leadership and vision for the overall growth, diversity, and quality of the graduate population. The Dean will administer the Graduate School's resources in a sustainable manner in support of the University's strategic goals and contribute to the growth of Graduate School resources by engaging in advancement activities and externally supported research as appropriate.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Serve as principal administrative officer for the Graduate School with responsibility for all issues related to graduate programs and graduate students.
- Develop and implement a plan for the Graduate School that supports the University's Strategic Plan.
- Manage the Graduate School finances responsibly and strategically to achieve short- and long-term goals.
- Increase funding for graduate studies through individual and collaborative efforts and by leveraging existing resources.
- Advocate vigorously for graduate students and their activities.
- In keeping with the university's strategic plan, continually monitor and coordinate necessary actions with administrators, faculty, staff, students, and (where appropriate) external stakeholders to improve the quality of Michigan Tech's graduate programs and courses, the size of the graduate student population, the number of graduate degrees awarded, the availability of professional development resources, and the overall climate and alignment of the university's graduate programs with student needs and interests.
- Increase the diversity of the graduate student population.
- Work with the relevant university constituencies to effectively and fairly allocate support for graduate students.
- Work with the University's Graduate Faculty Council and the Graduate Student Council to develop and implement academic policies and procedures.
- Identify trends in graduate studies and work with academic units to develop timely new graduate programs and eliminate programs when necessary.

- Ensure that periodic assessments of graduate degree programs are performed and recommendations are implemented.
- Ensure that Michigan Tech's online graduate degree programs are offered and conducted at a high professional level.
- Contribute to University Advancement activities by reaching out to prospective donors, leading stewardship activities for current donors, and, as appropriate leveraging Graduate School resources in support of growth of total resources available to support graduate education.
- Promote the achievements of graduate students to stakeholders internal and external to Michigan Tech.
- Create and support an entrepreneurial environment for graduate education at Michigan Tech.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

- Administrative and functional supervision is exercised over professional and clerical staff.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

REQUIRED:

- Earned Ph.D. or equivalent degree.
- Tenured Full or Associate Professor.
- Experience mentoring graduate students as both a major advisor and committee member.

DESIRABLE:

- Demonstrated strong record of scholarship.
- Experience obtaining external support for graduate programs and students.
- Supervisory, administrative, and leadership experience.
- Record of advocacy for students
- Experience in strategic planning.
- Experience serving on graduate advisory committees outside of one's own department or school and/or graduate faculty council or other venues for addressing graduate student policy.
- Teaching experience and course development at the graduate level.
- Experience obtaining individual, corporate, and foundation philanthropic funding.
- Experience recruiting graduate students.

OTHER SKILLS AND

ABILITIES:

REQUIRED:

- Demonstrated commitment to the education, well-being, and long-term success of graduate students.
- Demonstrated commitment to diversity in higher education.
- Excellent communication skills and an ability to work with people.
- Demonstrated fiscal responsibility and ability to manage budgets.

DESIRABLE:

- Demonstrated ability to apply innovative and creative approaches to problem solving.
- Demonstrated creativity in increasing resources.
- Demonstrated ability or potential to develop graduate-studies policy.

To apply for this position, send the following information to Human Resources:

1. Cover letter
2. Curriculum Vitae
3. Contact information for three (3) letters of reference
4. Action plan that details planned strategies and intended measurable outcomes.

Special Instructions to Applicants

- Per the University Senate procedure 803.1.1 section 7, the search committee will solicit confidential independent assessments from individuals not listed by the candidates for those applicants chosen to be part of the short list of finalists for the position.

The qualifications and specifications mentioned above are intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty. The position will be filled based on qualifications regardless of Race, Color, Disability, Religion, Sex, Sexual Orientation, National Origin, Height, Weight, Age, Veteran, or Marital Status.
April 2005