

Position: Associate Dean for Graduate Programs and Adult Education

Department: Academic Affairs

Reports to: Provost

Job Summary: Responsible for the conception, approval and implementation of new on-line and on-campus Master's degree programs and programs targeting adult learners. Works collaboratively with internal stakeholders, external review authorities and accreditation bodies to develop new programs and markets. Ensures that programs are consistent with the mission, vision, and values of the College.

Salary: Commensurate with experience.

Duties and Responsibilities:

- At the direction of the Provost, directs new program development efforts for both Master's degree programs and undergraduate programs targeting adult learners.
- Encourages and facilitates collaboration among faculty, and leads program reviews, institutional effectiveness processes, accreditations, and other assessment activities assigned to graduate education.
- Manages the process of new program concept and feasibility studies, including market analysis of program development proposals.
- Documents, submits, and follows-up with various entities concerning existing and developing graduate programs. Such entities include, but are not limited to, the New York State Department of Education and Middle States.
- Monitors, explains, expands, and applies relevant review and assessment data for each initiative.
- Manages the program development, vetting and approval process, and develops financial and budget plans for each initiative.
- All other duties assigned by the Provost

Qualifications:

- An earned doctorate.
- Minimum of ten (10) years relevant experience in higher education, with a focus on designing and implementing educational programs, preferably for adult learners.
- Knowledge of data-driven operational strategies and tactics oriented toward enrollment and financial growth is required.
- Project and program management leadership capabilities for large, complex projects and programs.
- Experience conducting and managing market research projects preferably related to higher education.
- Proven ability to work with external and internal partners to develop and implement programs, including budget and management experience.
- Demonstrated ability to work collaboratively as part of a team as well as the initiative and ability to start and complete projects with minimum direction.

- Exceptional attention to detail and the ability to perform non-routine work with changing priorities.
- Demonstrated ability to manage multiple projects simultaneously.
- Strong project management, writing and editing, analytical, and interpersonal communication skills required.
- Demonstrated organizational and supervisory experience essential.
- Experience working collaboratively with a diverse faculty and committees.
- Proficiency with various learning management software/courseware, related technologies, and experience with on-line education is preferred.

Interested applicants can apply by clicking [here](#).