



Position Announcement

Western Connecticut State University Macricostas School of Arts & Sciences Assistant Dean

Western Connecticut State University is pleased to announce that applications are being accepted for an Assistant Dean for the Macricostas School of Arts & Sciences.

WCSU is committed to enhancing our diverse university community by actively encouraging people with disabilities, members of LGBTQIA and BIPOC communities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. WCSU is honored to be awarded the federal designation as a Hispanic Serving Institution (HSI). This accomplishment marks a pivotal moment in our progress toward fostering diversity, equity, and inclusion within our campus community.

The Macricostas School of Arts & Sciences www.wcsu.edu/sas/ is home to 10 departments, 21 undergraduate majors and five (5) graduate majors, and offers a variety of ways for students to further their education. Information on the University may be found on www.wcsu.edu.

Position Summary: Assists the Dean of the Macricostas School of Arts and Sciences with the administration, operation, promotion and evaluation of programs, personnel, and budgetary matters of the School. Works closely with Department Chairs and Program Coordinators to ensure effective and efficient operations. Functions as the Dean's designee in the Dean's absence and represents the Dean to the Macricostas School and its diverse constituencies. Duties include:

- Supports Department Chairs with new and revised courses and programs; external funding opportunities; and assessment as aligned with both Macricostas School and University strategic plans.
- Supports recruitment, retention, degree completion and related communication initiatives for the School.
- Approves course schedules, teaching assignments, and workload reports for all programs and faculty in the Macricostas School.
- Oversees issues related to undergraduate and graduate academic programs, which may include student progress, student complaints, grade appeals, dismissals, and academic misconduct.
- Responds in a timely and professional manner to the suggestions, inquiries, and complaints of faculty and staff as assigned or approved by the Dean.
- Oversees faculty affairs. Manages onboarding and training opportunities, especially for full-time Macricostas School faculty.
- Compiles and analyzes data related to the operation of the School. Prepares reports, proposals, presentations, information, and materials requested by the Macricostas School Dean.
- Performs other duties and responsibilities related to those enumerated above which do not alter the basic level and responsibilities of the position.



Position Announcement

Qualifications

- Earned terminal degree.
- Five (5) years of experience in student-centered higher education, with academic leadership experience at the program level or higher.
- Evidence of successful teaching, scholarship, and/or service.
- Demonstrated commitment to valuing diversity and equity, and to contributing to an inclusive working and learning environment.
- Demonstrated ability to work successfully, in a collegial manner, with students, faculty, staff, administration, and the public.
- Demonstrated effectiveness with communication, time management, data management, and project management.
- Experience with grant seeking, proposal writing, and fundraising preferred.
- Experience with community service learning and/or community partnerships preferred.
- Multilingual or bilingual skills preferred.

Salary & Benefits: The hiring salary range is \$93,901 – \$119,977 and is commensurate upon candidates' experience. WCSU offers a comprehensive benefits package. Additional information on benefits can be found at www.wcsu.edu/hr/benefits/. All employment, if offered, is contingent upon proof of citizenship or employability under the requirement of the Immigration and Control Act (IRCA) and the successful passing of a background check. WCSU is committed to providing a safe campus community. Background investigations include reference checks, employment verifications, and a criminal history record check.

Application Process: Prospective candidates must submit a cover letter, which includes the names and contact information for three (3) professional references and a resume. Application materials must be submitted no later than **Wednesday, March 5, 2025**. Submit applications to: <https://westernconnecticutstateuniversity.applytojob.com/apply/gvhT0LNqn6/Assistant-Dean-For-The-Macricostas-School-Of-Arts-Sciences> . Late applications will not be accepted.

Western is an Affirmative Action Equal Opportunity Educator/Employer