California State University Northridge

Tseng College: *Graduate, International, and Midcareer Education*

**Associate Dean**

***Full/Part Time:*** *Full-Time*

***Job Code:*** *3306 Administrator III*

***Job Grade:*** *Range A*

***Starting Salary:*** *$190,000 to $205,000*

***Department:*** *ExL Acad & Univ Intl Sppt-8352*

**About California State University:** https://www.csun.edu/about-csun

**About the Tseng College:** <https://tsengcollege.csun.edu/sites/default/files/aboutus/Tseng-College-Overview-2022-2023.pdf>

**The Core Work for this Position:**

The Associate Dean (AD) at California State University Northridge’s (CSUN), Tseng College (the College) working in collaboration with the dean has primary academic oversight responsibility for the College. The AD is responsible for ensuring that the College works in keeping with all CSUN academic standards and practice, and the standards of excellence for each of the disciplines and fields in which the College offers educational opportunities.

As a leader in the College, the AD is also expected to work in keeping with CSUN’s Leadership Principles (<https://www.csun.edu/leadership-principles>) and the College’s statement of Mission, Purpose and Values (<https://tsengcollege.csun.edu/aboutus/deansoffice/missionandgoals>).

The College is an agile and innovative component of CSUN and the larger world of higher education at the state, national, and international levels. In that light, the AD is expected to have an ongoing and current broad understanding of the changing world of higher education, the changing world of professional practice for those preparing at the university level, and emerging models for the novel ways the forefront of higher education is responding to shifts in what is most needed from higher education by students and communities. The AD must be able to envision how the College and CSUN can and should be using its self-support capacities to expand the breadth of what it does for those it serves. What the College does and offers today will shift and change in the years ahead and the AD must be an active part of that evolution.

The College is self-supporting (much like a private university) and, in turn, the AD must have the ability to both understand what makes a given academic program both excellent and distinctive in the larger higher education space and to be able to work with faculty groups to craft programs that are indeed academically excellent and distinctive and are also attuned to the educational needs of the intended market (the students the program in question is designed to serve). The AD collaborates with the dean, the College’s market researcher, other College leadership, industry leaders, and CSUN partner colleges to consider options, make decisions regarding the most promising program development projects to undertake, and how each program should be designed, implemented, and supported so that it is an exceptional learning experience for those who take it.

The AD has direct oversight responsibility of the Assistant Dean for Program Development, the Associate Director of Distance Learning unit in the College, and the administrative support staff for the AD’s Office and program development. Leadership skills appropriate for high-talent professional and work flow management skills are required. The AD must be able to recognize and cultivate talent within their own team and across the College.

The AD, working in consultation with the dean, leads the Colleges program development work. The College’s approach to program development for degree and credit certificate program is described here: <https://www.csun.edu/exlinfo/policies/Basic-Principles-Program-Development-for-CSUN-Self-Support-Degree-and-Credit-Certificate-Programs.pdf> . This approach requires the AD to have the ability to work with faculty groups from a wide range of fields and disciplines to raise fundamental questions about the field today and professional practice in that field looking forward to guide the crafting of programs that offer students an exceptional and impactful educational experience. The AD is a skilled and insightful facilitator and a guide for those working toward true innovation in academic programs with a forefront focus.

The AD oversees the work of the College’s Distance Learning unit and its work related to the crafting on online programs described here: <https://www.csun.edu/exlinfo/policies/Basic-Principles-CSUN-Approach-to-Crafting-Online-Degree-Certificate-Programs.pdf> The AD should also be familiar with State Authorization requirements and understand the working of State Authorizations for various states from which the college has students in their fully online programs.

The AD is the primary point of contact and guide in the College for the Academic Leads for each of CSUN’s self-support degree programs. See more information on the basic principles for the academic oversight of self-support degree programs here: <https://www.csun.edu/exlinfo/bigbook2023/4_5.Basic-Principles-for-the-Academic-Oversight-of-CSUNs-Self-Support-Degree-and-Credit-Certificate-Programs.pdf>

The AD is a member of the College’s senior leadership team along with the dean, the assistant dean for Program and Enrollment Management, and the executive director of Business Operations and Finance. In that role, the AD has broad responsibilities for working in close collaboration with the other members of the senior team to guide the evolution of the College, the preservation and effective use of the College’s engaged, innovative, and collaborative culture across all unit lines, and the College’s successful response to both challenges and opportunities.

The AD represents the College among the associate deans from other CSUN colleges. The AD works with department chairs, associate deans, the committees of the CSUN Faculty Senate, and designated representatives of the CSU System’s Chancellor’s Office. The AD along with the dean and other members of the College’s senior team represents the College and CSUN in meetings and working groups linked to the self-support colleges, online programs and educational technology teams, and special projects groups that engage other CSU campuses.

The AD must have the relationship building working modes to sustain and expand the College’s essential working collaborations with CSUN faculty, department chairs, associate deans, College and CSUN staff, CSU system colleagues, and external industry and regional leadership partners. Those relationships and the ability to effectively represent the dean and the College in a wide range of contexts are a key component for success in the core work of this role.

**QUALIFICATIONS**

**Foundational Qualifications**

Terminal degree in the academic field in question (the candidate’s academic field) from a regionally accredited US university or a similarly accredited international university;

Five years of experience in an administrative role (program unit lead, department chair, center/institute lead, or higher administrative role) in public or private higher education;

Demonstrated experience developing, assessing, and approving university-level academic programs at the baccalaureate and/or graduate level;

Demonstrated strong written and oral English language skills in different contexts with different audiences;

Demonstrated ability to work productively within and outside one’s field with colleagues (evidence of this might include the number of committees and project groups on which the candidate served, roles that required interacting with external partners/alumni/supporters, public spokesperson roles, specific mention of such skills and evidence cited to support that in the cover letter or CV).

**Preferred Qualifications**

**Facilitation and Co-Creation Innovation Leadership:** Success in this role rests heavily on the ability of the AD to work with groups of faculty and industry leaders in co-creative working groups to create a context supportive of open idea sharing, questioning, and the exploration of possibilities that lead to the development of programs that exceed what those participating in the process might have assumed was the likely outcome at the start. Working in this way and in this context requires the ability to be a conceptual leader and facilitator in groups over which noone has a direct line of authority.

While this is a very hard skill set to evidence in application materials, it is one that is essential to success in this role. Such skills must also be rooted in a demonstrated high level of professional integrity and transparency that provide the foundation for trust – a must for the success of the College and its ability to advance CSUN in keeping with university priorities and values.

It is also a significant component in working successfully with university groups to move things forward and leading in the College in which innovation and change relies heavily on the engagement and active contribution of members of high-talent unit teams.

**Higher Education Experience:** Demonstrated understanding of and the ability to be successful working within the culture and working modes of higher education in the US. Significant experience working across departmental and college lines at a large university. Experience working in the CSU is an advantage.

Experience working with self-supporting programs and services in a public or non-profit private university is an advantage. Demonstrated ability to develop programs successfully (from both a student success and market success perspective) in response to educational needs in the larger regional or national economy/field is an advantage.

Demonstrated record of accomplishment of leadership within a university, and at the state and national levels.

Demonstrated understanding of the major issues facing higher education today including multidisciplinary programs, the variety of possible delivery modes, models for program structures (such as a stackable curriculum), excellence in teaching and learning, approaches to high levels of student achievement, and the like.

Experience with accreditation, assessment, and curriculum approval process in the CSU is an advantage.

**Management and Leadership Experience:** A clearly evidenced successful record of management and leadership, including a demonstrated ability to lead a diverse high-talent staff, to lead collaboratively with peer professionals, to be a thought and change learn, and to manage large projects with a wide range of stakeholders is strongly preferred.

Demonstrated ability to work well with a wide range of individuals with diverse backgrounds, different working styles, different communication styles, and different levels of organizational abilities.

Demonstrated project planning and management abilities. Ability to work in changing and demanding contexts.

Demonstrated record of innovation, creative problem solving, and ability to respond to a changing array of opportunities.

Ability to work effectively across disciplinary lines and lead projects that are outside their own disciplines.

Experience leading teams/units and supervising staff is a significant advantage.

**Communication, International, and External Relations:** This role requires the ability to communicate clearly, effectively, and purposefully in a wide range of contexts and modes.

Demonstrated strong and agile oral and written English language skills.

Ability to develop and maintain strong and positive working relationships within one's team, university, community, industries/field leaders, and internationally. Demonstrated record of productive and positive working relationships in higher education context.

Possess a personality and demeanor that colleagues would find easy and positive. Demonstrated reliability and professional integrity that allows those with which one interacts to have high confidence and to count on to follow through on projects and be productive.

Ability to command the respect (through what one does and how one does it as well as who one is in terms of professional values and integrity) and positive regard of students, faculty, administrators, and staff at all levels.

**Financial Reasoning and Budget Management:** Ability to understand the essentials of how a program or project is budgeted and priced in the context of self-support higher education. Broader understanding of the financial and market factors that inform program development choices even at early stages is a significant advantage.

Demonstrated record of managing such budgets successfully and completing projects on time and on budget.

Demonstrated track record of being able to plan and manage projects that require an attention to budget and positive net revenue generation. Demonstrated ability to look at projects from the perspective of cost-effectiveness and positive return on investment. Advantage will be given to those with a longer history of success from this perspective.

**Markets and Marketing:** Ability to understand the essentials of developing programs, events, and service for target markets.

Ability to consider market needs and demands when developing a program or service. Ability to understand the essentials of marketing.

Demonstrated ability to craft excellent and distinctive programs that are created specifically to respond to an educational need for a particular target market in thoughtful, purposeful, and innovative ways. Demonstrated ability to develop programs that at all levels (contents informed by practice in the field, delivery mode attuned to the target market, selected faculty, and all other program elements) and to make a strong case responding to the question: *why choose this program in this field from this university?* Demonstrated ability to make the case for programs developed and market them, as well as promoting events or services successfully.

**Technical and Data Skills:** Has the demonstrated technical background and range needed to work successfully with CSUN’s primary academic and administrative technologies. Demonstrated ability to work in a way that is significantly and effectively data informed. Demonstrated experience working with and/or developing approaches to gathering and using data to inform decisions is an advantage.

Demonstrated background in the use of CRM systems, data dashboards, and like data gathering and data analytics tools is an advantage. Demonstrated understanding of the importance of what questions one asks in the quality of the data one gets is also an advantage.

**Online Delivery Modes**: Significant experience with online teaching and learning. Experience developing and/or teaching in a fully online program with an extended regional or national reach is an advantage. Preference will be given to those with broader and more extensive forefront command of the online education and its modes and models in the broader context of higher education.

**Working Style and Professional Standards:** Demonstrated purpose and values driven, transparent and open working style, and a high level of professional integrity.

Demonstrated record of setting and maintaining high professional standards for one's self and taking personal pride and responsibility for performance excellence in all of one's roles.

Ability to be collaborative and respectful of diversity in all forms.

Provide a positive model for overall professional standards and day-to-day working modes. Proven ability to make hard choices and maintain high performance standards.

Ability to recognize and cultivate talent and support and encourage strong performance. Ability to be agile and able to adapt to changing opportunities and rapid growth.

A demonstrated understanding of the importance of care and kindness in professional context is an advantage.