

Interim Dean of Education  
Cambridge College

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**Job Title** Interim Dean of Education  
**Department** Education  
**Institution** Cambridge College  
Boston, Massachusetts

**Date Posted** Jan. 12, 2018

**Application** Open until filled  
**Deadline**  
**Position** Available immediately  
**Start Date**

**Job** Dean  
**Categories**

**Academic** Administration - Academic Unit  
**Field(s)**  
Administration - General  
Senior Administration  
University Administration

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**Job**  
**Description**

Opportunity

Introducing a rare opportunity for an experienced administrative leader to serve as Interim Dean of the School of Education at Cambridge College. Working closely with the Provost/Vice President for Academic Affairs, the Interim Dean will provide program review, assessment and recommendations while providing vision, leadership, and dedication to quality higher education. Specific focus will be placed on maintaining accreditation with external regulators and providing recommendations to senior leadership for the direction for the school.

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Cambridge College is private, non-profit college. Serving approximately 1000 students, the School of Education, the largest of the three schools, employs:

- \* 1 Department Head
- \* 7 part time Program Coordinators
- \* 3 full time faculty
- \* 150 part time faculty

This is a full-time Senior Level Administrator position, and the person appointed to this position will be a member of the Deans' Council Team. The position reports to the Provost/Vice President for Academic Affairs of Cambridge College.

The Interim Dean will oversee the day-to-day activities of the School of Education, serve as the liaison with internal and external constituencies, and provide specialist services in the areas of budget and fiscal management, public and community relations, faculty affairs, general business administration, and/or student affairs. The Interim Dean is expected to use well-developed management skills to oversee faculty, program coordinators, directors and staff, facilitating strategic planning, assessing institutional effectiveness, achieving targeted student retention, maintaining the School's accreditation status and ensuring successful student outcomes.

### Qualifications

- \* Doctorate in Education, Social Sciences, Humanities, or Sciences
- \* Must have served as Dean of Education in a College, University or Community College
- \* Administrative experience in higher education; preferably in teacher education
- \* Credentials to hold academic rank of associate or full professor
- \* Experience with graduate programs and curriculum development
- \* Experience in managing people in complex organizational settings
- \* Experience with the Department of Elementary and Secondary Education (DESE)
- \* Experience with strategic planning, program assessment, and accreditation
- \* Credentials to teach graduate courses in the School of Education
- \* Experience working with diverse populations and first generation students
- \* Ability to effectively communicate the mission and values of Cambridge College to external audiences
- \* Demonstrated ability to work effectively on a team and collaborate with a diverse population

### Skills & Knowledge Required

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- \* Expertise in building and maintaining collaborative relations and reaching consensus among diverse groups and between faculty members
- \* Ability to work with diverse faculty, students, and staff to prepare teachers and leaders for diverse K-12 classrooms, principal/superintendent offices, state education agencies, and non-education agencies, e.g.; health clinics and hospitals
- \* Effective organizational, interpersonal, and communication skills
- \* Effective skills in developing and working with off-site cohort programs
- \* Strong budgeting and financial planning skills/experience
- \* Skill in supervising personnel

### Responsibilities

- \* Ensure compliance with college, state, and national expectations and standards, including the state standards for approved programs and standards for accreditation. Oversee preparation for DESE review.
- \* Give constructive leadership to faculty, staff and students in developing an academic vision and action plan for the School of Education.
- \* Oversee the design and implementation of all new program initiatives under the School of Education.
- \* Fully engage full and part-time faculty in fulfilling the College's mission and purposes.
- \* Oversee the administration of all academic programs including, but not limited to, the Doctoral Program in Educational Leadership, Certificate of Advanced Graduate Studies, School Administration, and licensure program, including: Budget, hiring of part time faculty and staff, and scheduling of all courses in the school
- \* Promote programs for scholarship, professional growth, academic welfare and personal development of faculty and students.
- \* Oversee staff performance evaluations and supervise teaching effectiveness and improvement of instruction to enhance student learning outcomes.
- \* Lead curriculum development in the School of Education.
- \* Select and supervise all Program Coordinators.
- \* Conduct meetings of the Program Coordinators, Directors, and Faculty for the School of Education.
- \* Monitor the implementation of all Education Programs in conjunction with the Provost/Vice President for Academic Affairs. Represent the College to the external community (such as DESE regarding licensure programs, other federal and state regulatory agencies, and professional associations).
- \* Responsible for liaising with the student recruitment department.
- \* Facilitates faculty development activities to support faculty capacity for teaching in master's, CAGS, and doctoral program.
- \* Collaborate with other deans and administrative units (both academic and non-academic) across the

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campus and with the Regional Centers.

### About Cambridge College

Cambridge College's mission is to provide access to high quality bachelor's, advanced degrees and certificate programs to talented and intelligent adults who want to earn the credentials required to advance in their fields, and in their lives. They prepare their graduates to be thoughtful and ethical leaders to meet the challenges of their workplaces and communities. Their flexible, focused degree programs are regionally and professionally accredited and equip students with the knowledge, training and skills that employers' desire.

Cambridge College is committed to seeking and sustaining a culturally and ethnically diverse campus environment, and to the principles that promote inclusive practices. Academic Affairs fully supports the College's commitment and is dedicated to building a diverse staff with expertise and interest in serving students/College community with diverse needs, backgrounds, ethnicity, abilities and other distinct characteristics in respectful, sensitive and understanding ways.

In September 2017, Cambridge College will move to a new home located in the historic Hood Park in Boston. This new 120,000 square foot campus will allow the College to continue to attract a diverse base of students; expand well-designed and timely education programs to a broader population; and evolve to meet the goals of our adult learner population. The new site is easily accessible for the majority of their students coming from Greater Boston and surrounding communities. It is being designed to suit current and future needs of both students and faculty; with adaptable classrooms for flexible models of learning, enhanced technology that supports both on-site teaching/learning needs, informal spaces for gathering, dining and independent study, and updated faculty spaces. Fall programs will launch on September 11th.

### Living in Cambridge, Massachusetts

Earning multiple accolades including Top 100 Best Places to Live (3 years running); top ten Healthiest Cities; Most Walkable City; and Top Cities for Entrepreneurs, Cambridge offers a variety cultural experiences and entertainment including museums, historic landmarks, sporting events, concerts and delicious cuisine. The city's rich levels of diversity, encouraged by the presence of universities, make it an attractive destination for international students, researchers, instructors, and tourists.

Cambridge may excel at public transportation, but the city is known for its walkable and bikeable vibe (the city boasts over 30 bike sharing locations) with residents enjoying many convenient eateries, bookstores, museums, boutiques, and cultural events within a few blocks of the main campus. The city offers a year round farmers market along with seasonal markets in six different locations throughout



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the city squares, one of the distinctive elements of the city's layout.

Cambridge College is being assisted by the Interim Executive Search Services of Academic Keys.

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact** Valerie Woodruff  
Recruiting  
Academic Keys

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**Phone Number** 203-693-1101