

Associate Dean for Undergraduate Student Affairs  
North Carolina A & T State University

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Posted Aug. 14, 2020, set to expire Dec. 14, 2020

<b>Job Title</b>	Associate Dean for Undergraduate Student Affairs
<b>Department</b>	Dean's Office - College of Arts, Humanities, and Social Sciences
<b>Institution</b>	North Carolina A & T State University Greensboro, North Carolina
<b>Date Posted</b>	Aug. 14, 2020
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate/Assistant Dean
<b>Academic Field(s)</b>	Student Affairs
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**Job Description**

This Associate Dean for Undergraduate Student Affairs position is a 12-month position that carries the rank of Associate Professor or Professor. The Associate Dean will work both collaboratively and independently while reporting to the Dean of the College of Arts, Humanities and Social Sciences. She/He will have leadership experience and demonstrated ability to coordinate multiple projects effectively and efficiently. She/He must be able to handle confidential information in the strictest manner, and deal with a diverse population of students, faculty and staff. The successful candidate must demonstrate energy, teamwork, cooperation, and genuine interest and commitment for improving academic achievement of students in the College. The candidate will be expected to teach at least one or two courses per year.

The duties and responsibilities for the Associate Dean for Undergraduate Student Affairs include but are not limited to: oversight of undergraduate curriculum planning, development and evaluation, and assessment of undergraduate programs; collaboration on academic advising and retention efforts;

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management of student complaints and grade appeals; working with the Admissions Office in undergraduate recruitment and new student orientation; working closely with the Office of Strategic Planning and Institutional Effectiveness (OSPIE) for assessments and student learning outcomes; and management and organization of student special events for the College. Reporting to the Dean of the College of Arts, Humanities and Social Sciences, the position will assist departments in developing, implementing and evaluating undergraduate curricula, enhancing existing curricula, and creating initiatives that significantly improve both faculty and student quality in the College. Other responsibilities include, but are not limited to, assisting with the management of University/College-wide/Departmental accreditation and assessment procedures and working closely with the College's Professional Academic Advisor. The candidate is expected to provide University and College service as needed and conduct scholarly activities and any/all other activities required for tenure and promotion.

**Contact Information**

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

**Contact**