

Dean, Division of Graduate Education and Postdoctoral
Affairs
University of California San Diego

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| Job Title | Dean, Division of Graduate Education and Postdoctoral Affairs |
| Department | Graduate Education and Postdoctoral Affairs |
| Institution | University of California San Diego La Jolla, California |
| Date Posted | Feb. 12, 2025 |
| Application Deadline | Mar. 19, 2025 |
| Position Start Date | Available immediately |
| Job Categories | Dean |
| Academic Field(s) | Other Administrative Departments Student Affairs Graduate Education Admissions/Financial Aid |
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Job Description

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The University of California San Diego (UC San Diego) seeks a collaborative, innovative, strategic, and solutions-oriented leader to serve as its next Dean of the Division of Graduate Education and Postdoctoral Affairs.

Since its founding in 1960 as a forward-thinking institution for graduate and undergraduate studies, UC San Diego has grown to become one of the most prominent research universities in the world and possesses a culture of collaboration that sparks discoveries that advance society and drive economic

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impact. Located near the Pacific Ocean on approximately 1,200 acres of coastal woodland in La Jolla, California, the University's main campus sits on the ancestral homelands of the Kumeyaay Nation and encompasses eight undergraduate residential colleges, three cross-cutting academic divisions (undergraduate education, graduate education, and extended studies) and twelve academic schools encompassing the liberal arts and sciences, engineering, management, marine sciences, medicine, pharmacy, and policy. With sponsored research expenditures of \$1.73 billion and revenues of \$7.9 billion, UC San Diego is an academic powerhouse and economic engine, ranked No. 6 by *U.S. News & World Report* for best public university and rated No. 9 by *Washington Monthly* as best public university for contributions to social mobility, research and public service. Everything UC San Diego does is dedicated to ensuring its more than 45,000 students can become change makers, equipped with the multidisciplinary tools needed to accelerate answers to the world's most pressing issues.

The Dean of the Division of Graduate Education and Postdoctoral Affairs (GEPA) reports directly to the Executive Vice Chancellor, participates in the Chancellor's Cabinet meetings, and represents the university at the campus, local, state, national, and international levels. GEPA is a multi-faceted division that serves more than 10,300 graduate and professional students and 1,200 postdoctoral scholars. The dean provides leadership to approximately 44 fulltime employees in the following functional areas: postdoctoral scholar affairs, graduate admissions, academic progress to degree, financial support, student affairs, graduate student academic employee collective bargaining, and the granting of higher degrees.

The dean collaborates with academic colleagues to set a compelling vision for the university's excellence in graduate education and postdoctoral training and develops divisional goals and long-range plans in alignment with the Chancellor's recently refreshed [Strategic Plan](#). As charged in the Strategic Plan, the dean works closely with academic departments to recruit and admit an excellent and diverse graduate student body and oversees support for graduate and professional students as well as postdoctoral scholars as they advance in their careers. The dean is responsible for ensuring that graduate education is accessible, equitable and supports opportunities for career advancement for graduate students, both in and outside of academia.

The ideal candidate will possess deep experience in the graduate, professional, and postdoctoral spaces and a comprehensive understanding of the student experience; demonstrate broad awareness of the different academic disciplines and an appreciation of the diversity of thought that exists among academic leadership; and embrace a culture of shared governance. An adept administrator, the dean will bring to the role financial and budget acumen, data and technological savvy, an eye for process improvements and efficiencies, and the aptitude to collaborate effectively across a highly matrixed organization. The dean will have a track record in enhancing the inclusive excellence of a university's

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faculty, staff, and students and the equity and belongingness within the campus environment. Skill in seeing and synthesizing the perspectives of all constituents; the ability to prioritize and implement strategic initiatives to move an organization forward; a willingness to be present, accessible and transparent; and a commitment to the mission of a public university are all essential for success in this position. Additionally, humility, a willingness to listen and learn, level headedness, patience, a "can do" attitude, and political acumen will enable the dean to be viewed as a collaborative and valuable thought partner. Knowledge of policies, procedures, and governance of the University of California and experience with graduate student collective bargaining agreements will be assets for the role.

All applications, nominations and inquiries are invited. Applications should include, as three separate documents, a CV, letter of interest addressing the themes in the [profile](#), and a diversity statement (see [Contributions to Diversity](#) for more information). Professional references are not requested at this time.

WittKieffer is assisting the University of California San Diego in this search. For fullest consideration, candidate materials should be received by **March 19, 2025**.

Application materials should be submitted using WittKieffer's [candidate portal](#).

In addition, candidates must apply through UC San Diego's [online portal](#) prior to the above date.

Nominations and inquiries can be directed to:

Shelley Arakawa, J.D, Suzanne Teer, and Luis Bertot

UCSD-GEPADean@wittkieffer.com

The anticipated compensation range for this position is between \$300,000 and \$350,000 annually.

The University of California San Diego is an equal opportunity/affirmative action employer. Diversity is a defining feature of the University of California, which embraces it as a source of strength. Differences — of race, ethnicity, gender, religion, sexual orientation, gender identity, age, socioeconomic status, abilities, experience and more — enhance the university's ability to achieve its core missions of public service, teaching, and research. UC welcomes faculty, staff, and students from all backgrounds and wants everyone at UC to feel respected and valued.



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Contact Information

Please reference Academickeys in your cover letter when
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Contact

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