

Assistant Dean of Student Success & Academic
Excellence
Old Dominion University

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Posted Jun. 4, 2025, set to expire Nov. 1, 2025

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| Job Title | Assistant Dean of Student Success & Academic Excellence |
| Department | DEAN A&L COMMONWEALTH ACC |
| Institution | Old Dominion University Norfolk, Virginia |
| Date Posted | Jun. 4, 2025 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Associate/Assistant Dean |
| Academic Field(s) | Student Affairs |
| Job Website | https://jobs.odu.edu/postings/23376 |
| Apply By Email | |
| Job Description | |

Job Summary

The Assistant Dean for Undergraduate Student Success and Academic Excellence for the College of Arts and Letters leads undergraduate student success initiatives for the College. The Assistant Dean will develop processes for identifying and solving problems to increase the scope and effectiveness of college student success initiatives and will also lead college outreach efforts. The Assistant Dean will work collaboratively with the Director of the BS Interdisciplinary Studies programs and college academic advisors to manage the IDS General Studies major. The Assistant Dean will report to the Dean and work in collaboration with the Associate Deans, Department Chairs, advisors, faculty, and staff in the college, as well as offices related to student success across the university.

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Position Type

Full Time

Type of Recruitment

General Public

Minimum Qualifications

- ***Master's degree in a related field (e.g., Higher Education Administration, Higher Education Leadership, or Student Affairs Administration) required.***
- Proven ability to work effectively and collaboratively with administrators, faculty, students, and staff.
- Excellent written and verbal communication skills, with the ability to communicate effectively with diverse stakeholders.
- Demonstrated ability to manage multiple projects simultaneously and meet deadlines.
- Proven ability to protect confidential information.
- Some proficiency in process management, preferably in a higher education setting
- Considerable experience with undergraduate student admissions, advising, and recruitment practices in higher education setting required.
- Considerable experience in leading, developing, managing, and sustaining strong undergraduate academic student success programs.
- Considerable experience with tasks and strategies related to effective academic outreach efforts.
- Considerable experience with systems related to student success including Degree Works, Salesforce, Banner, and Canvas.

Contact Information

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

Contact

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