Assistant/Associate Dean—Search #67702
Jack N. Averitt College of Graduate Studies

The Jack N. Averitt College of Graduate Studies invites applications and nominations for the position of Assistant/Associate Dean. The home campus for this position will be the Statesboro campus.

Georgia Southern University is a distinctive combination of Southern charm and uncompromising academics. We are a Carnegie Doctoral/R2 institution serving about 26,500 students through nine colleges on three beautiful oak-lined campuses in Statesboro, Savannah, Hinesville, and via a growing online program. Throughout its degree offerings at the associate’s, bachelor’s, master’s, and doctoral levels, Georgia Southern cultivates community collaboration, world-class scholarship and hands-on learning opportunities.

Georgia Southern University was founded in 1906 as a school for teaching modern agricultural production techniques and homemaking skills to rural school children. Its Savannah campus was established in 1935 as Armstrong Junior College for local youth who could not afford to attend college away from home. The Liberty Center in Hinesville was established in 1998 to serve the military and their families at nearby Fort Stewart, the largest military base east of the Mississippi. All three locations came together in 2018 when Armstrong State University and Georgia Southern University consolidated. The “new” Georgia Southern University preserves a passion for serving its neighbors while preparing students for lifelong service as scholars, leaders, and responsible stewards of their communities.

Within this setting, the mission of the Jack N. Averitt College of Graduate Studies is to develop, nurture, promote and sustain graduate programs of the highest quality at Georgia Southern University. The College of Graduate Studies seeks to support graduate students and graduate programs at the highest level, to provide a foundation for university graduate program growth and development, and support excellence in graduate education, and the research and scholarly activities associated with it.

Position Description. Reporting to the Dean of the Graduate College, the Assistant/Associate Dean serves as a core member of the Jack N. Averitt College of Graduate Studies leadership team and provides vision, direction, and coordination for the Graduate College academic programs, initiatives, and policies. The Assistant/Associate Dean participates in long-term, strategic planning for the Graduate College and contributes to policy decisions and decisions on students that affect social lives, academic studies, health and well-being. Primary responsibilities include working with students on academic progress and relationships with their faculty committees and fields; assist with enrollment management; developing and implementing student success initiatives; oversight of the graduate student grievance and appeal process; serving as the point person on academic integrity matters; graduate curriculum processes; serving as liaison with other offices on campus related to academic programs; and representing the Graduate College on various committees.

The Assistant/Associate Dean will coordinate and administer planning, development and implementation of graduate success initiatives that support graduate education and create a culture of learning. The Assistant/Associate Dean shall be proactive and strategic in advancing graduate education that supports the institution’s mission and commitment to serving the region.
The position carries tenure-track/tenured faculty rank with the rank assigned contingent upon the successful candidate’s qualifications. The position is a 12-month appointment, and salary is competitive and commensurate with qualifications and experience.

**Required Qualifications:**
- Terminal degree in a discipline offered at the University.
- Experience in supporting graduate education in a non-profit or higher education setting.
- Strong understanding of academic policies, procedures and culture and demonstrated experience advising students and graduate faculty on highly complex, confidential matters.
- Understanding of graduate student financial aid and funding processes.
- Experience in graduate level enrollment management including recruitment, progression, retention.
- Highly motivated, flexible, adaptable and service-oriented, with strong collaborative skills for team work and consensus building among staff and faculty.
- Excellent oral and communication skills and strong presentation skills are required.
- Ability to work independently and cooperatively with others. Ability to set priorities and multi-task.
- Ability to learn and innovate as needs of university and higher education evolve.
- Strong organizational skills are essential.
- Willingness to engage with institutional student success initiatives.
- Commitment to engaging with best practice initiatives in instruction and pedagogy, mentoring, and curriculum design and development.
- Must be authorized to work in the United States for the duration of employment without assistance from the institution.

*To be eligible to serve as an Associate Dean:*
- Minimum of 5 years full-time college/university teaching experience at the assistant professor level is required for the rank of associate professor along with a strong record of research and service with publications and presentations in professional venues.
- Minimum of 5 years full-time college/university teaching experience at the associate professor level is required for the rank of professor along with a strong record of research and service with substantial publications and presentations in professional venues.

**Preferred Qualifications:**
- At least 5 years experience working with and/or supporting graduate education.

Screening of applications begins January 30, 2020, and continues until the position is filled. The preferred position starting date is July 1, 2020. A complete application consists of a letter addressing the qualifications cited above; a curriculum vitae; and the names, addresses, telephone numbers, and email addresses of at least four professional references. Other documentation may be requested. Only complete applications submitted electronically will be considered. Finalists will be required to submit to a background investigation. Applications and nominations should be sent to:

Dr. Ashley Walker, Search Chair, Search # 67702  
Georgia Southern University  
Electronic mail: awalker@georgiasouthern.edu  
Telephone: 912-478-1710

More information about the institution is available through [http://www.georgiasouthern.edu](http://www.georgiasouthern.edu) or [https://cogs.georgiasouthern.edu/](https://cogs.georgiasouthern.edu/). Georgia Southern University seeks to recruit individuals who are committed to working in diverse academic and professional communities and who are committed to
excellence in teaching, scholarship, and professional service within the University and beyond. The names of applicants and nominees, vitae, and other non-evaluative information may be subject to public inspection under the Georgia Open Records Act. Georgia Southern University is an Affirmative Action, Equal Opportunity institution. Individuals who need reasonable accommodations under the ADA to participate in the search process should contact the Vice Provost.