### Job Description

**Job Title:** Associate Dean of the Graduate School  
**Job ID:** 100138  
**Location:** Martin E 106/8  
**Full/Part Time:** Full-Time  
**Regular/Temporary:** Regular  
**Favorite Job:** Star

### JOB SUMMARY:

Reporting to the Associate Provost and Dean of the Graduate School, the Associate Dean of the Graduate School will serve as a member of a collaborative leadership team engaged in developing an excellent graduate education environment where students flourish as learners and scholars, graduate faculty are supported in entrepreneurial research, discovery and teaching, and graduate programs are supported in expanding their infrastructure to support these objectives of graduate education.

Responsibilities of the Associate Dean will be refined to reflect the incumbent’s strengths, but will minimally include primary responsibility for the following:

- coordinating graduate student marketing and recruitment activities with the aim of increasing the enrollment of Ph.D. students, domestic students from non-traditional backgrounds and underrepresented groups, and master’s students as designated;
- supervising the Office of Graduate Admissions and working collaboratively with that office and the Registrar’s Office to manage admissions and course registration activities;
- managing and expanding enrolled student services at the graduate level, particularly for students studying at off-campus sites and for those students needing services outside of traditional office hours, by working collaboratively with the Office of the Vice President of Student Affairs to identify appropriate University resources to impact growth in areas of student support;
- overseeing and coordinating graduate student orientation activities;
- assessing needs for campus-wide professional development and support programs and leading efforts to provide high-quality, forward-thinking programming addressing identified needs;
- leading efforts to support students experiencing academic difficulties (including but not limited to approving Plans for Success, serving as a member of the University Behavioral Intervention Team and Crisis Management Team);
- administering the Academic Integrity Committee, and the Graduate Admissions and Continuing Enrollment Appeals Committee;
- administering the activities of the Graduate Fellowship and Awards Committee and taking the lead on developing new opportunities to enhance resources for graduate assistantships and fellowships.

In addition, the Associate Dean will participate in initiatives of the Graduate School that support the growth of innovative and excellent graduate programs in topical emphasis areas, promote diversity and global engagement with internal and external partners, provide support to the University accreditation process as appropriate and assist in other duties as assigned.

### MINIMUM REQUIREMENTS:

The successful candidate must have earned a doctorate or equivalent terminal degree; have demonstrated previous leadership in graduate education; and have the ability to qualify for appointment at the rank of associate (required) or full (preferred) professor with tenure within an academic unit of the University.

In addition, the ideal candidate should demonstrate:

- A track record of collaborative, entrepreneurial leadership in higher education;
- Experience supporting a range of graduate degrees (professional, masters, doctoral) as well as delivery modes (online, hybrid, residential);
- Extensive experience with graduate students and the research enterprise as a research advisor and/or chair of graduate committees;
- A strong record of teaching;
- Extensive experience successfully mentoring graduate students;
- Experience supporting students and faculty from diverse backgrounds, including (but not limited to) students from different racial/ethnic/cultural/religious backgrounds; those who identify as LGBTQ; students of different age ranges; those with military backgrounds as well as those who have studied part-time, on-line or at off-campus locations;
Willingness to move efficiently forward toward meaningful change;
Experience with evidence-based leadership;
Commitment to engaging a broad range of stakeholders within and outside Clemson to inform policy decisions and strategic initiatives.

WORK SCHEDULE:

The salary is competitive and commensurate with qualifications and experience.
Standard Hrs: 37.5.

DEPARTMENT MARKETING STATEMENT

Clemson University (CU), one of the top 25 public universities according to US News and World Report, invites applications for the position of Associate Dean of the Graduate School. We are seeking a leader in developing and advocating for an innovative and high-quality graduate education experience, with a particular focus on supporting and enhancing student success at all levels and across all locations and delivery modalities. Clemson currently enrolls about 4,600 graduate students in over 40 doctoral and 70 master's degree programs, many of which are nationally ranked and accredited. Supporting excellence across all programs, and in particular, increasing the quality, quantity, and diversity of Ph.D. students is a strategic priority for the University.

The Position

The University seeks an innovative and dynamic leader with administrative experience in graduate education, strong interpersonal skills, a strong research and teaching background, and the ability to be a collaborative leader in graduate education.

Reporting to the Associate Provost and Dean of the Graduate School, the Associate Dean will be a key member of the collaborative leadership team within the Graduate School. The Associate Dean will assume primary responsibility for coordinating initiatives with academic units including recruitment, admissions, administering and developing fellowships and assistantships, professional development for graduate students and faculty related to graduate education, enrolled student services (especially administering Plans for Success and monitoring progress toward degree), orientation, postdoctoral and international student affairs. The Associate Dean will also share responsibility for other key Graduate School initiatives including helping to craft policy, leading diversity initiatives, fostering positive and collaborative relationships with other units, working with development and alumni relations to increase financial resources, and other functions of the Graduate School as needed.

HOW TO APPLY:

It is preferred that applicants electronically submit the following as PDF files to DENA@clemson.edu (Ms. Dena Smith, Administrative Assistant, Clemson University Graduate School), however, application materials may also be mailed to Ms. Dena Smith, E-106 Martin Hall, Clemson University, Clemson, SC 29634:

1. a cover letter (three page maximum) summarizing qualifications and reason(s) for interest in the position,
2. a current curriculum vitae,
3. names of at least five (5) professional references (along with contact information) that can speak to qualifications for this position, and
4. a brief (one-page) statement outlining the applicant’s specific vision for creating an exceptional graduate education environment at Clemson.

For more detailed information on the position, see the Clemson University Job Board. Additionally, informal inquiries may be directed to Dr. Frankie Felder, Senior Associate Dean of the Graduate School (frankie@clemson.edu).

Confidential applications from internal and external candidates will be accepted until the position is filled. For best consideration, applications and nominations should be provided by February 26, 2016.

JEANNE CLERY ACT:

The Jeanne Clery Disclosure Act requires institutions of higher education to disclose campus security information including crime statistics for the campus and surrounding areas. As a current or prospective Clemson University employee, you have a right to obtain a copy of this information for this institution. For more information regarding our Employment, Campus Safety and Benefits, please visit the Human Resources - Prospective Employees web page shown below:

http://www.clemson.edu/employment/prospective/
CLOSING STATEMENT:

Clemson University is an AA/EEO employer and does not discriminate against any person or group on the basis of age, color, disability, gender, pregnancy, national origin, race, religion, sexual orientation, veteran status or genetic information. Clemson University is building a culturally diverse faculty and staff committed to working in a multicultural environment and encourages applications from minorities and women.