

WILLIAM WOODS UNIVERSITY
JOB DESCRIPTION

Job Title: Dean of Business Programs
Department: Graduate and Adult Studies
Reports To: Vice President and Dean of Graduate and Adult Studies

GENERAL DESCRIPTION:

The Dean of Business Programs is responsible for the direction, coordination, and monitoring of current and new graduate programs and oversight of the Graduate and Adult Studies business department of the University. This position will recruit and appoint adjunct faculty and handle all student, faculty, and staff issues. This position requires excellent oral and written communication skills and requires strong people skills. This position will represent both the graduate and undergraduate programs to state, regional, and national agencies.

Specific Responsibilities:

- Direct programs, curricula, and assessment of student learning
- Approve all syllabi
- Appoint, assign, and evaluate adjunct faculty
- Select and monitor off-campus teaching locations and cohorts
- Design and implement professional development for all business faculty
- Serve as liaison to appropriate external agencies, institutions, and organizations
- Complete all required reports, documentation, and assessment materials for the business programs
- Implement TK20 (assessment program) in the business program
- Other duties as may be assigned

Essential Job Functions:

- Excellent written and oral communication skills
- Ability to use computer software programs and databases
- Ability to travel to various site locations and cohorts

Education and Experience Required:

- Doctorate in business or related field or MBA and significant work experience
- Teaching experience at the graduate level

Desired Qualifications:

- Experience in curriculum development at the graduate level
- Experience in working with assessment
- Experience in outreach programming and program marketing

Work Schedule: This is a 12-month exempt, benefit eligible position with faculty rank requiring some weekend and evening work and travel.

Application Process:

Review of applications will begin September 1, 2009 and continue until the position is filled. Position begins January 1, 2009. A letter of application and resume should be sent to Kathy Groves, Director of Human Resources, William Woods University, One University Avenue, Fulton, MO 65251.

