

Regional Dean, Northern Indiana



POSITION SUMMARY

Since its inception in 1985, Indiana Wesleyan University's (IWU) adult education programs have graduated more than 40,000 students and currently serve an enrollment of over 10,000 students pursuing fulltime undergraduate, graduate, or doctoral studies at 15 full-service regional education centers in 3 states, an additional 100+ instructional sites, and online. IWU's College of Adult and Professional Studies (CAPS) seeks a proven academic leader to join its operational team as **Regional Dean for Northern Indiana**.

Reporting to the CAPS Associate Vice President for Academic Administration and Operations, the regional dean will be responsible for the overall operation of IWU educational sites located in a geographical region bounded by campuses in Merrillville, Fort Wayne, Kokomo, and Marion, Indiana. In service to a growing regional faculty and nearly 1,200 adult learners, the regional dean oversees human resources, facilities, budget and daily operations necessary for the efficient delivery of a full range of educational programs and student services. The regional dean will maintain positive communication and facilitate collaboration with counterparts in 5 other regions as well as college-level administrators and academic leaders in the schools of business and leadership, educational leadership, nursing, and liberal arts based in Marion, Indiana.

QUALIFICATIONS

Highly qualified applicants will demonstrate a strong commitment to adult education grounded in a Christ-centered world view and possess the following attributes:

- A servant leader's heart in tune with IWU's missional commitment to change the world by developing people in character, scholarship and leadership
- An advanced degree in a field of educational studies or relevant discipline: Preferred applicants will possess an earned doctoral degree or be on track to complete a doctoral degree within the next 5 years
- A professional dossier that exemplifies an understanding of adult non-residential students enrolled at regional campus settings, ideally including experience working with racially and culturally diverse populations
- A facile awareness of higher education academic and administrative processes exhibited by a record of success in caring for adults who teach and learn in the digital age
- Well-honed problem solving and conflict resolution skills
- Collegiate level teaching experience
- A working knowledge of higher education accreditation requirements
- A solid track record as a collaborative leader with effective oral, written and interpersonal communication skills and a strong interest in building cooperative relationships

Indiana Wesleyan University is an equal opportunity employer that seeks a diverse workforce of committed evangelical Christians from all racial and ethnic backgrounds.

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DUTIES AND RESPONSIBILITIES:

Operating from the Merrillville education center, the regional dean will be expected to:

- Mobilize action plans in accordance with the university mission, college vision, and school goals for academic excellence and exemplary service to IWU students
- Directly supervise the work of site administrators based at each regional educational center, with matrix responsibility for a 50-member regional team comprised of operations staff, faculty, recruiters, and student services personnel
- Oversee the continuing operation of IWU education centers in the Northern Indiana region in conjunction with systems developed by main campus offices
- Act as field agent for the Marion-based academic deans who head adult programs in business, education, nursing, and liberal arts
- Coordinate the start-up of the South Bend regional education center scheduled to open in Fall 2010
- Facilitate community engagement activities across the region and network with leaders of civic groups, government agencies, and professional associations to act and advise from an informed perspective
- Establish a routine presence at the regional education centers and other instructional sites in the region to maintain an atmosphere of quality consistent with practices established by Marion-based academic and operational unit leaders
- Manage the operating budget for the region and develop capital budget requests to address regional needs
- Act in conjunction with adult programs academic leaders and the office of faculty recruitment to identify, evaluate, and recommend individuals as adjunct faculty for assignment in the region
- Provide input on faculty evaluation and development in coordination with academic deans
- Serve in a consultative role and work collaboratively with enrollment management specialists to promote effective student marketing and recruitment efforts
- Oversee the day-to-day management of the physical plant
- Implement a conference hosting business component for the Northern Indiana region

SALARY & BENEFITS

This position is a 12-month administrative assignment beginning July 1, 2010 and offering a competitive compensation package that includes relocation assistance and dependent tuition benefits.

PROCEDURE

Link to <https://www.cytiva.com/indwes/ext/detail.asp?jobid=indwes80928>

05.12.2010