

CHATHAM COLLEGE

DEAN OF THE COLLEGE OF GRADUATE STUDIES

Chatham College is reorganizing itself as a university with three colleges—the College of Graduate Studies, the College of Professional Studies, and, at the center, the Undergraduate Women’s College, which will preserve the historic mission of the institution since its opening in 1869.

The successful candidate must have extensive experience in teaching and program development, strong scholarship, and the ability and flexibility to understand and represent the needs of a variety of disciplines as well as to marshal existing resources to create innovative interdisciplinary programs.

We seek an individual with

- three to five years of progressive administrative leadership experience in higher education
- appropriate terminal degree in one of the traditional arts and sciences fields, communications, or the applied arts
- exemplary teaching and scholarship sufficient for appointment at the associate professor or professor rank
- experience in program development and assessment and budget management
- ability to develop interdisciplinary curricula, including women’s studies and women’s leadership
- experience creating international partnerships and connections
- experience with faculty and staff development and evaluation
- a commitment to working as a team with the other two deans and the Vice President for Academic Affairs
- flexibility, a sense of humor, and the desire and ability to think “outside the box.”

The Dean will have the following duties:

- Identify new markets opportunities
- Academic leadership and general management of all programs and activities
- Manage academic and administrative functions of the College
- Develop new programs
- Perform needs assessment
- Implement marketing plans
- Provide student support services
- Develop successful partnerships with other education providers
- Work collaboratively with other public and private higher education institutions and k-12 schools, the business community, local and state governments, and not-for-profit organizations and agencies

- Fundraising
- Determine scheduling and rotation of courses
- Evaluate academic programs and faculty
- Liaison with accrediting agencies
- Assign office space, classrooms, and other facilities as needed
- Cost analyses
- Budget management
- Promote educational quality
- Increase student enrollment, retention, and graduation rates
- Enhance and increase faculty participation in research opportunities and grants

Chatham College is a thriving institution of 1600 students in a park-like setting in urban Pittsburgh. The College has grown dramatically over the last decade and is poised for further growth. While preserving and improving its historic women's college, the alma mater of Rachel Carson, the College has added graduate programs through the doctoral level that now constitute half of its enrollments. In addition to entrepreneurship, Chatham has garnered a reputation for academic quality and vitality and was recognized by the Institute for International Education with the Andrew Heiskell Award for "best practice" in innovative internationalization. The College has joint degree programs with Carnegie Mellon University, a strong educational partnership with the local health system, a broad array of international partners, and a new online education program that is intended to grow significantly in the future.

Salary is competitive and appointment is with appropriate faculty rank. Review of resumes will begin immediately and continue until the positions are filled, with the expectation of the posts being occupied no later than July 1, 2007.