



CALIFORNIA  
STATE UNIVERSITY  
NORTHBRIDGE

**Management  
Announcement**

**Vacancy**

**ASSOCIATE DEAN  
COLLEGE OF HEALTH AND HUMAN DEVELOPMENT**

**CSUN's Commitment to You:**

CSUN is committed to achieving excellence through teaching, scholarship, learning and inclusion. Our values include a respect for all people, building partnerships with the community and the encouragement of innovation, experimentation and creativity. CSUN strives to cultivate a community in which a diverse population can learn and work in an atmosphere of civility and respect. CSUN is especially interested in candidates who make contributions to equity and inclusion in the pursuit of excellence for all members of the university community.

**The University:** One of the largest universities in the country, California State University, Northridge (CSUN) is an urban, comprehensive university that delivers award-winning undergraduate and graduate programs to nearly 40,000 students annually and counts more than 330,000 alumni who elevate Southern California and beyond. Since its founding in 1958, CSUN has made a significant and long-term economic impact on California, generating nearly \$1.9 billion in economic impact and more than 11,700 jobs each year. The LAEDC recognized CSUN as its 2015 Eddy Award winner for its positive economic impact. Serving more students on Pell Grants than any other institution in California, CSUN is also a social elevator and one of the most diverse universities in the country. CSUN ranks 13th in awarding bachelor's degrees to underrepresented minority students and seventh in bachelor's degrees to Latino students, serves the 13th largest Jewish student population, and enrolls the largest number of students who are Deaf and hard-of-hearing of any U.S. state university. The journal Nature recently named CSUN a Rising Star for scientific research, and the NSF ranks CSUN in the top five nationally among similar institutions for graduates who go on to earn doctorates in the sciences. CSUN is where individuals rise. And through them, so does Greater Los Angeles and beyond.

For more information about the University, visit our website at: <http://www.csun.edu>

**The College:** The College of Health and Human Development is comprised of the departments of Child and Adolescent Development, Communication Disorders and Sciences, Family and Consumer Sciences, Environmental and Occupational Health, Health Sciences, Kinesiology, Nursing, Physical Therapy, and Recreation and Tourism Management. The College has 127 faculty members and enrolls over 7,200 undergraduate and graduate students. The departments offer Bachelor's, Master's, and Doctorate degree programs in a wide variety of health-related and other professional fields. Departments within the College offer on-line courses and a fully on-line graduate degree program is offered in Communicative Disorders. The College hosts numerous Centers such as the Center of Achievement through Adapted Physical Activity and the Marilyn Magaram Center for Food Science, Nutrition, and Dietetics.

For more information about the College, visit our website at <https://www.csun.edu/health-human-development>

**The Position of Associate Dean:** The Associate Dean assists the Dean in carrying out the mission and goals of the College and University and serves as Administrator in Charge during the Dean's absence. Under the direction of the Dean, the Associate Dean and the College Manager of Academic Resources (MAR) work in collaboration to assist the Dean with strategic planning and decision-making for the College, as well as assisting in the management of the College's budgetary allocation. The Associate Dean

works with Chairs on oversight of schedule builds to meet instructional and college goals and requirements.

The Associate Dean provides vision, management strategy, and leadership in coordinating the development of curriculum in the College. Responsibilities include oversight of the college curriculum committee, assistance to departments in developing curriculum proposals, and providing timely information regarding curriculum policies, guidelines and deadlines. In addition, the Associate Dean supervises the final preparation of approved curriculum, submits curriculum proposals for review, and represents the proposals throughout the university's curriculum review process.

The College has numerous nationally accredited, certified, and other approved programs over which the Associate Dean, working with the MAR and the College Coordinator of Accreditations and External Relations, has oversight. This includes keeping an updated calendar for accreditations and reviews, assistance in the preparation of self-study reports, and reviews of the reports with participation by the College Assessment Committee. The Associate Dean meets with outside evaluators, takes part in the final discussions, and assists the departments in implementing agreed upon plans and the memorandum of understanding.

The College Assessment Committee meets regularly to identify student learning outcomes (SLOs) that are common to all programs within the college, align the programs with the SLOs, and conduct SLO assessments. In addition, the Associate Dean oversees department assessment reports, which are conducted annually for the University Office of Assessment.

With Student Success as the hallmark of a successful college, the Associate Dean utilizes data and works with advisors and faculty to provide strategies that increase retention and timely graduation rates. The Associate Dean serves as the supervisor of the College Student Services Center/EOP and coordinates advising in conjunction with the College Graduation and Retention Specialists, department chairs, faculty, and College advisors. Analysis and application of data help inform decisions.

There is a strong social aspect to this position. The Associate Dean meets with students for a variety of reasons that include, advising students about courses and programs in the College, managing academic or disciplinary problems, and helping students understand their rights and options when they encounter difficulties with department chairs or faculty within and beyond the College. Communication, listening and problem solving, helpfulness, and conflict resolution skills are essential.

The Associate Dean works with the College Communications Specialist and Dean to plan, organize and prepare for commencement and the honors convocation for the College. This includes the annual establishment of a College Commencement Committee. This work is done in collaboration with CSUN Student Involvement and Development and other university entities. The Associate Dean participates in the planning and activities of other college celebratory occasions when needed, but is specifically involved in commencement and award ceremonies. When requested, the Associate Dean represents the Dean of the College at meetings or functions both on and off campus. The Associate Dean assists the Dean with College faculty development activities. The Associate Dean performs other duties as assigned by the Dean.

**Qualifications:** Minimum qualifications; An earned doctorate from an accredited academic institution; demonstrated competency in university-level teaching in an area of Health and Human Development; demonstrated record of scholarly, creative, and/or professional accomplishments; tenured faculty member; at least three years of successful academic administrative experience or its equivalent, including resource management and personnel decision making, at or above a level similar to a Department Chair or its equivalent. Additional qualifications include; demonstrated effectiveness as a member of an academic

administrative team; computer skills relevant to academic administration and project management; public relations and communication and writing skills; demonstrated ability to lead teams and committees with collaborative leadership style; and ability to provide leadership in responding to and enriching the increasing diversity and the international profile of this institution. Demonstrated experience in designing and developing training and communications products for a variety of delivery channels; demonstrated project management experiences; strong interpersonal skills; ability to deal effectively with diverse skill sets and personalities and work effectively as a team player. Highly organized with proven ability to prioritize workload, meet deadlines, manage several projects at one time, and utilize time effectively. Demonstrated speaking and presentation skills. Ability to apply adult learning principles; work independently; plan, organize, coordinate, and perform work under severe time constraints; anticipate problems and address them proactively; and communicate clearly both orally and in writing. Strong skills in internal and external networking and collaboration. Desirable qualifications include: HR work experience in higher education; and experience with learning management systems.

**Salary/Benefits:** Salary is commensurate with knowledge, skills, and experience. The University offers excellent fringe benefits.

**General Information:** This position is a "designated position" in the California State University's Conflict of Interest Code. The successful candidate accepting this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission. The selected candidate is required to pass a thorough background investigation. Additionally, the person holding this position is considered a "mandatory reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements as set forth in CSU Executive Order 1083 as a condition of employment.

**Preferred Effective Date of Appointment:** As soon as possible

**How to Apply:** Candidates should apply by completing the CSUN on-line application utilizing <http://bit.ly/HRCSUN> link and must attach a cover letter that addresses the qualifications above and a current resume, including names of three professional references. Note – internal candidates should apply through the portal by accessing the View Job Openings/Apply link on the Human Resources / Employee pagelet.

Review of applications begins 1-APRIL-2018 and continues until position is filled. For more detailed information on the application and hiring process, please visit the link below: <http://www.csun.edu/careers/>

**Equal Employment Opportunity:** CSUN is an Equal Opportunity Employer and prohibits discrimination on the basis of race, color, ethnicity, religion, national origin, age, gender, gender identity/expression, sexual orientation, genetic information, medical condition, marital status, veteran status, and disability. Our nondiscrimination policy is set forth in CSU Executive Order 1096. Reasonable accommodations will be provided for applicants with disabilities who self-disclose by contacting Recruitment Services.