

Call for Applications in the Internal Search for
Special Assistant to the Dean
for Curriculum and Student Services
College of Natural and Health Sciences
Fiscal Year 2008-2009

Position Description

Nominations and expressions of interest are solicited for the 12-month exempt administrative position of Special Assistant to the Dean for Curriculum and Student Services in the College of Natural and Health Sciences (NHS). The position is available July 1, 2008. Reporting to the Dean of the College, the Special Assistant to the Dean is primarily responsible for providing leadership in the areas of curriculum, assessment, course scheduling, enrollment management, and student affairs. This individual additionally contributes to public relations activities, functions as the supervisor to the Director of the Retired and Senior Volunteer Program (RSVP), and serves as an integral member on the College's Leadership Team. There may be additional duties as assigned. Appended is a more specific list of anticipated duties for the Special Assistant to the Dean.

Applications are encouraged from among the college's tenured faculty, and academic rank and tenure status will be maintained should such an individual be the successful candidate. However, possession of tenure is not a position requirement, and applications are also invited from individuals who are not seeking to maintain or acquire faculty status and who meet the position qualifications listed below. Salary will be commensurate with qualifications, experience, and the specific nature of the appointment.

Position Qualifications

Qualifications and preferences for this position include:

- Current status as a UNC employee
- Experience as a UNC faculty member, preferably within the College of Natural and Health Sciences
- An earned Master's or doctoral degree from an accredited institution, preferably in a discipline represented in the College of Natural and Health Sciences
- A record of professional achievement in teaching and service
- Excellent communication and interpersonal skills
- Demonstrated leadership and team-building skills
- Ability to work independently and prioritize among various tasks
- A keen attention to detail
- A commitment to shared governance and collaborative decision-making
- A preferred qualification is a knowledge of institutional policies and procedures pertaining to the curriculum and student services areas

Screening of applications begins March 14, 2008, and continues until the position is filled. A complete application consists of a cover letter addressing the qualifications cited above; a current

curriculum vitae; and the names, addresses, and telephone numbers of at least three professional references. Applications, nominations, and inquiries should be sent to:

Doug Marshall, Screening Committee Chair
NHS Special Asst. to the Dean Search
Gunter Hall 1000, Campus Box 134
University of Northern Colorado
Electronic mail: douglas.marshall@unco.edu
Telephone: (970) 351-2877

This Call for Applications is available in electronic form at:
<http://www.unco.edu/nhs/employment.html>

Anticipated Duties, Special Assistant to the Dean for Curriculum and Student Services

Assist the Dean in providing academic and administrative leadership to ensure successful development of academic programs and standards.

- Serve as *ex-officio* member on the College Curriculum Committee and evaluate proposals, in collaboration with the Committee, to ensure curriculum forwarded to the Dean is consistent with college objectives and academic standards/integrity.
- Serve as *ex-officio* member on College Program Review Team and coordinate assessment deadlines and evaluative feedback.

Oversee and guide course scheduling and monitor enrollment.

- Serve as supervisor for academic scheduling and work collaboratively with administrative assistants to meet deadlines and detect/resolve any scheduling issues to ensure the College adheres to University guidelines.
- Serve as Dean's office enrollment contact, along with the Business Manager, and evaluate enrollment to assist Dean in managing college enrollments.

Represent the Dean's office as liaison for student support services (e.g., Academic Support and Advising, etc.).

- Serve as College liaison for student support service offices and student-related activities (e.g., Preview Days, New Student Orientations, etc.)
- Serve as Dean's representative on University Academic Review Committee and analyze student appeals.
- Serve as Dean's representative on University committees (e.g., Honors Coordinating Council) and communicate initiatives to the Dean.
- Serve as initial Dean's office contact for student appeals and critique and resolve or consult with the Dean.
- Serve as primary Dean's office contact and administer the NHS Student Ambassadors Program.
- Serve as primary Dean's office contact for development of SRC College Student Council (in development stages with goal of applying for charter spring 2008 semester).
- Coordinate the College Academic Scholar Awards (formerly Academic Honors Convocation).

Represent the Dean's office as liaison for Publications (e.g., brochures)

- Serve as initial College contact for printed brochures.
- Assist the Dean with the development of the College Newsletter.

Supervise the Director of the Retired Senior and Volunteer (RSVP) Grant

- Serve as the supervisor for the RSVP Director and support program initiatives.
- Serve on search committees as needed for personnel replacements.