

**Alverno College  
Exempt Position Description**

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**Position Title:** Dean, School of Professional and Graduate Studies      **Date:** August, 2020  
**Department:** Academic Affairs      **Status:** Full-time/12-month  
**Reports To:** Vice President of Academic Affairs

Founded in 1887, Alverno College is a four-year, Catholic liberal arts college for undergraduate women sponsored by the School Sisters of St. Francis. The college also offers a robust array of graduate and degree completion programs for women and men. Student learning and personal and professional development are the central focus of everyone in the Alverno College community. As Wisconsin's first designated Hispanic-Serving Institution, Alverno enrolls a highly diverse student body of virtually every demographic and experience. It is an institution that has revered tradition and encouraged innovation for more than 130 years.

The College is seeking applicants for a full-time Dean, School of Professional and Graduate Studies located in Milwaukee, WI. Alverno College health, disability, and retirement plan enrollment is available to full time employees and eligible dependents. Tuition benefits are available for employees and qualified dependents.

<b><u>Primary Function:</u></b>	<p>The Dean for the School of Professional and Graduate Studies provides leadership and oversight for the departments and faculty in Business, Communication and Technology, and Education at the undergraduate level, and graduate programs including Master of Business Administration, Master of Science in Community Psychology, Master of Arts in Education, Educational Specialist Degree in School Psychology, Master of Arts in Music and Liturgy, and Doctorate in Education. The Dean leads in the imagination, design, implementation and assessment of programs and projects that align with the Alverno College Mission and Strategic Plan and leads and supports the faculty as colleagues and partners in building a strong and relevant School of Professional and Graduate Studies.</p> <p>This is a full-time administrative appointment, reporting to the Vice President for Academic Affairs, and carrying faculty status in an appropriate department and rank at the level of Associate Professor or Professor. The Dean serves on the Vice President's leadership team and serves in a collegial relationship with deans of the other schools.</p>
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**Principal Responsibilities**

*The following information is not meant to be all-inclusive. Other duties and responsibilities may be assigned as necessary.*

**Strategic Leadership**

- Create and sustain a climate and culture of growth and innovation in the School of Professional and Graduate Studies;
- Oversee implementation of strategic initiatives on a day-to-day basis;
- Develop a dynamic list of new and innovative initiatives for the School through ongoing engagement with internal and external partners;

- Provide leadership in developing ideas, strategies, programs and processes to sustain an innovative spirit within the School;

### **External Leadership**

- Serve as Alverno's "public face" of the School of Professional and Graduate Studies, engaging with appropriate individuals, alumnae, organizations and other entities outside the College in order to advance the School's faculty, programs, students and graduates;
- Develop and sustain, in collaboration with the President and Vice President for Academic Affairs, mutually beneficial partnerships in areas related to the School of Professional and Graduate Studies;
- Support Alverno's Advancement efforts by working with Advancement and Alumnae staff to heighten visibility for the School and its major curricular foci, and seek support for its work;
- Establish and sustain, in collaboration with the Vice President for Academic Affairs and the Vice President for Advancement, at least two Council of Advisors for Business and Education, for the purpose of extending the School's visibility and expanding its enrollment;
- Collaborate with the College's Marketing and Communication department to write, review, and/or edit a range of targeted publications in both print and digital format for the School of Professional and Graduate Studies;

### **School of Professional and Graduate Studies Leadership**

- Provide ongoing oversight, planning and monitoring for faculty, programs and initiatives originating in the School of Professional and Graduate Studies;
- Lead in planning for and maintaining an effective and collaborative working environment, supported by appropriate policy and procedures to guide the work of faculty and staff in the School of Professional and Graduate Studies;
- Provide clear and effective leadership in the hiring, professional development and assessment of faculty members in the School;
- Provide appropriate support and leadership to graduate programs within the School of Arts and Sciences, School for Adult Learning and New Initiatives, and the Joan McGrath School of Nursing and Health Professions, particularly in the areas of governance and cross-program collaboration at the graduate level and leading policy development and oversight for all graduate programs;
- Gather and analyze relevant data for Key Performance Indicators as requested;
- Provide appropriate data, information and counsel to the Vice President for Academic Affairs regarding faculty personnel matters;
- Serve as a key liaison to the Career and Professional Development Center, sharing responsibility with Deans and the Director to assure Alverno's career development goals in Business, Education and Communication and Technology;
- Prepare and monitor the departmental and School budgets and work collaboratively with the Deans and the Vice President for Academic Affairs to propose a coherent and thoughtful academic budget for Alverno College;
- Serve as a member of the Vice President for Academic Affairs' Leadership Team and support and actively facilitate collegial and collaborative relationships among the deans;
- Provide time, expertise and support to Alverno administrators in addressing ad hoc requests;
- Perform other duties as requested by the Vice President for Academic Affairs or President.

## **Qualifications**

- A doctoral or terminal degree is required;
- Demonstrated effectiveness serving and leading within a teaching-focused college, and/or equivalent service and leadership within relevant field taught within the School of Professional and Graduate Studies;
- Three years of higher education administrative experience at a director or department level or higher, and/or equivalent administrative or executive leadership within relevant field taught within the School of Professional and Graduate Studies;
- Demonstrated knowledge and understanding of the importance of the liberal arts and sciences in professional education at the baccalaureate level;
- Understanding (or willingness to attain it) of Alverno's abilities-based education and its application in the School of Professional and Graduate Studies;
- Understanding (or willingness to attain it) of Alverno's contemporary life as a Catholic, Franciscan institution with a strong legacy around ethics and excellence in the professions and willingness to provide leadership in carrying this legacy forward;
- Strong communication skills and demonstrated leadership ability, including the ability to identify, frame and solve problems within a collaborative and respectful environment;
- Ability to set goals, help others attain them and be accountable for outcomes related to them;
- Ability to engage successfully collaborate with peer colleagues and faculty in advancing the School of Professional and Graduate Studies;
- Ability to successfully plan, implement and oversee academic budgets;
- Demonstrated success as a team player who can engage successfully with colleagues in multiple departments and disciplines around topics, projects and issues that may or may not be directly related to the focus of the School of Professional and Graduate Studies;
- Computer literacy in assessment software, spreadsheet and presentation programs.

Successful candidates will have a demonstrated commitment to promoting diversity, inclusion, and multicultural competence in an educational and work environment and must be willing to contribute to the College's strategic plan of inclusion.

## **How to Apply**

Apply online at <https://www.alverno.edu/jobs/apply/login.php>

The position is open until filled, but applications received by September 18, 2020, can be assured full and prompt consideration

*Alverno College is an Equal Opportunity Employer and committed to workplace diversity*