



## **DIRECTOR AND ASSOCIATE DEAN**

Western Kentucky University seeks an innovative leader to serve as **WKU-Glasgow Regional Campus Director and Associate Dean of University College**. The Director is responsible for the overall operation of WKU's Regional Campus located in Glasgow, KY, serving over 2500 commuting students. In this capacity, this person oversees the daily operations necessary for the efficient delivery of a variety of educational programs and student services as well as personnel, budget and facilities management. It is also the Director's responsibility to provide visionary leadership for long-range planning to ensure appropriate future progress. To fulfill the requirements of this position, it is necessary to maintain positive communication and facilitate collaboration with all associated units, departments, and colleges located in Bowling Green and at other regional campuses.

**Required Qualifications:** We seek a visionary, creative leader who shares the university's commitments to academic excellence, engagement, and student support from the unique perspective of a regional campus administrator. The successful candidate will: hold a terminal degree; have successful experience in education, administrative leadership, identification of program needs, facilities management, and multi-institutional environments at the postsecondary level; hold an understanding of adult and non-residential students enrolled at a regional campus setting; demonstrate excellent written and oral communication; demonstrate ability to negotiate; demonstrate experience in communicating effectively with a broad spectrum of occupations/professions; demonstrate computer proficiency; hold an understanding of new educational delivery systems.

### **Responsibilities:**

**The following are responsibilities for this position, but are not to be construed as all-inclusive:**

- **Academic Affairs** - Providing quality academic programming that meets the needs of constituents. Includes: curriculum planning and program development, course scheduling, enrollment management, faculty staffing and orientation, instructional equipment and facilities, student engagement promotion.
- **Auxiliary Services** - Coordinating services to meet students' needs, including: bookstore, food services, and support vendors.
- **Collaboration/Coordination of Programs and Facility** - Facilitating regional center's mission of seamless postsecondary education. Includes: proactive collaboration with all program providers, promotion of growth of all programs, coordination of Administrative staff of WKU-Glasgow BGTC's Glasgow Technology Campus.
- **Community Outreach** - Maintaining and enhancing visibility to a variety of constituents throughout the served areas. Includes: civic engagement, collaboration with Industrial Development Economic Authority (IDEA), rapport with media and civic groups, response to and support of community engagement, support fulfillment of P-16 school systems' needs.

- **Facilities Management** - Ensuring short-term and proactive long-term maintenance of buildings, grounds, security equipment, interior furnishings and equipment, security procedure, coordination with University Environmental Health and Safety.
- **Financial Affairs** - Maintaining accountability and fiscal responsibility includes: budget management, purchasing, foundation accounts management, promotion of campus-specific contributions.
- **Information Technology** - Facilitating/providing onsite quality equipment and services. Includes: academic technology, network computing, telecommunications, interactive video services, administrative systems & applications, campus-specific IT development, training and assistance.
- **Staffing of WKU-Glasgow** - Recruiting, hiring, providing orientation, training and supervision for administrative staff, academic advisors, maintenance staff, student workers, full-time and part-time faculty.
- **Student Services** - Coordinating and initiating provision of onsite access for admissions, orientation, advising, registration, recruitment, financial aid counseling, testing, on-site learning/tutoring resources, career services and the Dynamic Leadership Institute.
- **University Service** - Promoting and maintaining WKU-Glasgow's active involvement within the University as a whole including: service of faculty, staff, and Director on University committees; timely compliance in submitting reports and data; promotion of outreach activities of other units; participation in Barren County WKU Alumni Chapter.

Applications for employment will be **accepted electronically only**. Interested candidates must submit a letter of interest, current curriculum vita, transcripts, a statement of educational philosophy and outreach, and names and contact information for five references using the on-line application process. Please refer to the following website to apply: <http://asaweb.wku.edu/wkujobs> Reference requisition number **S2580**. For further assistance call (270) 745-5934. To ensure full consideration please submit application materials by **May 9, 2010**. Position will remain open until filled. **Only complete applications will be processed.**

**All qualified individuals are encouraged to apply, including women, minorities, persons with disabilities and disabled veterans.**

**Western Kentucky University is an Affirmative Action/Equal Opportunity Employer.**