

Assistant Dean, College of Liberal Arts
Kean University

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Posted Dec. 3, 2024, set to expire Apr. 4, 2025

Job Title	Assistant Dean, College of Liberal Arts
Department	College of Liberal Arts
Institution	Kean University Union, New Jersey
Date Posted	Dec. 3, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Dean
Academic Field(s)	Music - General Drama/Theater/Theater Education Art - General Fine Arts - General
Job Website	https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Assistant-Dean--College-of-Liberal-Arts_R3271
Apply By Email	
Job Description	

College of Liberal Arts

Assistant Dean

The College of Liberal Arts houses eight departments: English (including ESL); History; Fine Arts; Music; Theatre; Communications, Media and Journalism; Psychology; and Political, Social and Cultural Sciences. Each department houses majors and minors, with the majority of departments offering both

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undergraduate and graduate degrees. Graduate degrees offered in the College of Liberal Arts include Masters degrees in Marriage and Family Therapy, Psychology, Forensic Psychology, Holocaust and Genocide Studies, Communication Studies, English Writing Studies, Fine Arts (Studio; Teaching Certification; Supervision Certification); and Human Behavior and Organizational Psychology.

Under the direction of the Dean or their designee, the Assistant Dean assists in the general administration of all academic aspects within the College, with a focus on student academic support and support services, including the supervision of College-wide support staff. The Assistant Dean will be responsible for a wide range of support, including accreditation and compliance needs, and delivers excellent support for a range of student-related needs. The Assistant Dean represents the College at functions and on Committees as assigned. *This position may require travel and a flexible schedule, including evening and weekend hours.*

Qualifications: Master's degree and a minimum of three years of professional experience in academic affairs in a higher education environment combining academic program oversight and administration, academic student support services or equivalent experience as determined by the university is required. Experience with student support, advisement, and academic policies and procedures in a higher education setting is highly preferred. Candidate must have the ability to manage, lead and mentor a team of support staff providing student support services College-wide and possess a strong commitment to student success. Excellent organizational, interpersonal, analytical, time-management and oral and written communication skills are essential.

The deadline for applications is December 17, 2024. **Please submit your cover letter, resume/CV and contact information for three professional references.** Official transcripts for all degrees are required prior to the starting date of employment.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact