

101 Vera King Farris Drive | Galloway NJ 08205-9441  
[stockton.edu](http://stockton.edu)

**Title:**

Assistant Dean, School of General Studies & Graduate Education (Unclassified)

**Requisition Code:**

492460

**Location:**

Galloway – Main Campus

**Job Category:**

Management

**Department:**

School of General Studies

**Salary:**

Salary commensurate with experience and is accompanied by an extremely competitive University benefits package

**Work Hours:**

Varies

**Posted Date:**

5/26/2023

**Close Date:**

N/A

**Overview:**

Stockton University is ranked among the top public universities in the Northeast with more than 160 undergraduate and graduate programs, as well as continuing education opportunities. The University, one hour from Philadelphia and two hours from New York City, offers unique living and learning environments throughout southern New Jersey, including the 1,600-acre Galloway campus in the Pinelands National Reserve and Stockton University Atlantic City, located in the University District, just steps from the beach and the iconic Atlantic City Boardwalk. Additional locations include Hammonton, Manahawkin and Woodbine. As a public university, Stockton provides an environment for excellence to a diverse student body, including those from underrepresented populations, through an interdisciplinary approach to liberal arts, sciences, and professional education. Founded in 1969, Stockton held its first classes in 1971. The University's commitment to cultural diversity and its welcoming and vibrant community makes Stockton a great place to learn and work! Learn more about the many reasons to choose Stockton at [www.Stockton.edu](http://www.Stockton.edu).

Faculty and Staff are committed to support Stockton University's commitment to diversity and strong student-centered vision and mission.

Successful candidates will be required to show proof of their COVID-19 vaccine status prior to their start date. Religious or Medical waivers may be requested at the time of employment offer.

This is an in-person on campus, non-remote position. For the 2022-2023 academic year, the University has implemented a pilot program allowing employees to work either a compressed 4-day work week with extended workdays or may work from home one day a week. Participation is subject to Divisional Executive approval depending on operational need.

### **Brief Job Overview/Summary:**

Stockton University is seeking to fill the position of Assistant Dean in the School of General Studies and Graduate Education, a non-tenured managerial position. The School of General Studies and Graduate Education employs 27 full-time and 2 part-time faculty, 13 staff, and 60 adjunct faculty. The School enrolls students in the following graduate programs: Liberal Arts, Digital Studies Program, and 10 inter-disciplinary Minors. The School offers Master's degrees in Holocaust and Genocide Studies, and houses the First Year Studies (FRST) Program, Tutoring Center, Graduate Education, Dual Credit, Murphy Writing, Sam & Sara Schaffer Holocaust Center, and the Sam Azeez Museum of Woodbine Heritage. Student and faculty in School of General Studies and Graduate Education teach and learn in Galloway (main campus) and Atlantic City.

### **Descriptions of Essential Duties/Responsibilities:**

- General:
  - Interprets and applies University policies and procedures needed to increase operational efficiency in the School. Recommends direction and annual goals in terms of enrollments, programs, resource allocation, and personnel recruitment.
  - Works with the other Associate/Assistant Deans to coordinate issues across Schools, such as room scheduling, registration procedures, and personnel recruitment.
  - Plans and executes events and publications for the Schools, such as University commencements, open houses, orientations, and Bulletin production; website management.
  - Serves as proxy to the Dean in approval of timesheets, requisitions, and payment requests. Represents the Dean in the event of their absence, including at the Deans' and/or Provost Council.
  - Performs other duties as assigned by the School of General Studies and Graduate Education and/or the Provost, and the Vice President.
- Staff and Faculty-related:
  - Supervises, hires, reclassifies, and evaluates the academic office staffing for the School of General Studies and Graduate Education.
  - Assists in the supervision, hiring, reclassification, and evaluation of Tutoring Center staff.
  - Supervises the adjunct faculty; coordinates recruitment, hiring, evaluation, and reappointment.
  - Approves course offerings and faculty schedules as per University policy; enforces School policies regarding curricular integrity; independently evaluates enrollment expectations and manages outcomes.
  - Works with faculty to adjust to cancellations and other changes as related to their teaching assignment and workload as per University policy and existing labor agreements.
  - Ensures compliance with negotiated faculty workload, addresses discrepancies directly with faculty, and selects and implements necessary steps toward resolution.
  - Prepares and monitors budgets for adjuncts, Program Chairs and Directors, and faculty overloads; manages payments in these areas.

- Assists the Dean and University by providing recommendations relative to matters affecting collective bargaining or the development of management's position in negotiations, grievances, or other matters in all areas of assigned responsibilities.
- Informs the University faculty about General Studies courses and approvals.
- Student-related:
  - Manages, monitors, and predicts the School's course obligations, sections, and seat needs and oversees classroom allocations and assignments.
  - Reviews, assigns credit, and approves all applications for Student Special Projects, Internships, and Independent Studies, per University policy.
  - Helps to resolve student concerns and complaints; makes referrals to relevant offices for administrative and/or disciplinary purposes.
  - Approves grade changes and incompletes consistent with University, School, Program policies
  - Evaluates and approves graduation certifications; works with faculty to resolve discrepancies in graduation audits to enforce University policies.

#### **Required Qualifications:**

- Master's degree in a related field.
- Five years of relevant higher education experience.
- Demonstrates the ability to support Stockton University's diversity to commitment and strong student-centered vision and mission.

#### **Preferred Qualifications:**

- ABO or Doctoral degree in a related field.
- Experience in higher education administration.
- Demonstrates strong organizational, communication, leadership, and interpersonal skills. Teaching experience at the undergraduate level.
- Experience advising and/or coaching college-level students on academic and persistence matters.
- Experience supervising personnel in a union environment.
- Experience working with Banner, Degree Works, or comparable student and educational management information systems.

#### **Screening Information:**

Screening of applications begins immediately and will continue until the position is filled.

#### **How To Apply:**

To apply please visit <https://employment.stockton.edu> or click the "Apply" button.

**SAME APPLICANTS:** If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml>, email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or call CSC at (833) 691-0404.

Click [here](#) to apply. Email all necessary documentation to [Stockton.same@stockton.edu](mailto:Stockton.same@stockton.edu).

Only electronic documents will be accepted. Please complete the online application and include three professional references in addition to the following required documents. All required documents (Microsoft Word or PDF) must be submitted in order for your application to move

forward.

- A letter of interest describing qualifications and accomplishments
- Current resume or curriculum vitae
- Unofficial graduate transcripts

**Please note:**

- Stockton University is an equal opportunity institution and encourages a diverse pool of applicants. Pursuant to Title IX of the Education Amendment of 1972, Stockton University prohibits discrimination on the basis of sex (including, but not limited to, the prohibition of sexual misconduct and relationship violence, sexual assault and harassment) in all of its educational programs and activities. Please visit [http://www.stockton.edu/affirmative\\_action](http://www.stockton.edu/affirmative_action) for information on Stockton's Equal Opportunity and Institutional Compliance processes. The University provides reasonable accommodations as appropriate. An applicant may request a reasonable accommodation for any part of the application and hiring process by contacting Bart Musitano, Manager for University Pensions and Benefits within the Office of Human Resources (Main Campus, J-115) at 609-652-4384, Monday – Friday between 8:00am – 5:00pm.
- All offers of employment are contingent upon a favorable background check, which may include social intelligence from a consumer reporting agency.
- In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees (faculty exempt) are required to obtain New Jersey residency within one (1) year of employment. Applicants must meet the requirements listed.
- Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act (Clery Act), prospective employees may access Stockton's Annual Security and Fire Safety Report (ASF SR) at <https://www.stockton.edu/police/crime-statistics.html>. The ASF SR contains the previous three years of reported Clery Act crime statistics, fire safety information and information regarding campus and personal safety. Paper copies of the report are available at the Stockton University Police Department, Building 71, 101 Vera King Farris Drive, Galloway Township, NJ, or, call 609-652-4390 to request that a copy be sent via postal mail.