POSITION ANNOUNCEMENT

Dean, School of Graduate and Professional Studies and Associate Vice President

MidAmerica Nazarene University is a private, liberal arts university with a variety of graduate and adult education programs, accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. Located in the Kansas City metropolitan area, MidAmerica Nazarene University seeks to educate students to serve with purpose within the educational context of the liberal arts, selected professional and graduate studies, and a Wesleyan-holiness theological perspective. MNU has an enrollment of approximately 18,000 students with half considered traditional residential students. For more information about MNU, see our website: www.mnu.edu.

The Dean of the School of Graduate and Professional Studies for MNU is responsible for the overall strategic leadership, recruitment services, and academic services for all non-residential programs. This position provides leadership to enhance growth in non-traditional programming along with the providing oversight to all operational needs in connection with these programs. The Dean is accountable for the overall financial production of this unit. This position also provides leadership for physical geographic expansion including online expansion and oversees all aspects of the campus regional centers. This role also is responsible for the effective mission expansion of the university. The Dean is charged with growing the Graduate and Professional Studies School to have a subsidizing role for the campus and a self-sufficient area for budgetary purposes.

Position Description: Dean, School of Graduate and Professional Studies/Associate Vice President

Essential Functions:

- Develop and continuously improve the structure and systems needed for an effective and excellent academic and enrollment experience for Graduate and Professional students.
- Demonstrate effective verbal communication skills in order to be able to be understood by others while displaying the ability to use appropriate verbal skills for a campus or an off campus setting.
- Possess the ability to receive or to have received prior training in leading individuals working in positions supervised by this position.
- Exhibit effective skills in working with other members of a management/leadership team in creating an effective organization.
- Demonstrate the ability to work collaboratively as a member of a team in accomplishing yearly goals related to the PGS vision.
- Possess an acceptable attendance history in prior positions, and demonstrate the ability to meet the daily attendance requirements for the designated position.
• Possess a successful work history, supported by references, in a work setting similar to the position for which the candidate is applying.
• Demonstrate the ability to practice confidentiality with sensitive information.
• Display effective interpersonal skills in assisting to establish a positive climate in the work environment.
• Exhibit the ability to accomplish yearly individual goals approved by the immediate supervisor and in alignment with the PGS vision.
• Good communication and relational skills are necessary to facilitate the integration of the program with the PGS and the various departments.
• Must have a strong interest and appreciation for graduate study and the adult learner, with realistic but high expectations for the Graduate and Professional studies programs at MNU.
• Should demonstrate the ability to work with members of an administrative team to achieve stated goals of the PGS vision.

Principal Duties and Responsibilities:

• **Financial Performance:** Ensure financial sustainability and data and facilitate growth opportunities to support strategic decisions.
  - Manage all aspects of the operation of Graduate and Professional Studies for MNU.
  - Create monthly financial reports and provide analysis to Provost and CFO on a monthly basis.
  - Establish systematic revenue goals in consultation with the university administration including a margin budget.
  - Coordinate the Graduate and Professional Studies staff and program directors in the assessment of program viability and sustainability for new and current programs.
  - Provide monthly goals to recruitment staff in coordination with the Director of Enrollment Management for Graduate and Professional Studies.
  - Oversee and administer the annual budget for the Graduate and Professional Studies School.
  - Direct oversight of all regional center operations and staff.
  - Identify and facilitate the development of new programs, strategic geographic locations and online opportunities in conjunction with academic units.
  - Responsible for retention and student services for Graduate and Professional students.

• **Academic Program Offerings and Student Support:** Ensure quality academic program offerings to exist in a competitive market and to enable MNU to have a portfolio of program offerings in the marketplace.
  - Oversee all non-residential program offerings ensuring academic viability and economic feasibility.
  - Effectively liaison between all traditional academic departments that provide program offerings through Graduate and Professional Studies to ensure consistent program delivery, shared services, and standard templates for growth models.
  - Ensure consistent delivery models for all program offerings.
  - Centralize academic support functions to establish efficiency and high levels of student service.
  - Establish service models to effectively deliver program models in a standard format that will elicit growth.
Create student support system to handle administrative needs of all students from admission to graduation.

**Marketing and Recruitment:** Responsible for the marketing budget and recruitment team tasked with non-residential programs.
- Provide guidance for the marketing strategy for non-residential programs in coordination with the campus Director of Marketing and the Director of Enrollment Management for Graduate and Professional Studies.
- Directly supervise the work of the Director of Enrollment Management for Graduate and Professional Studies.
- Responsible for setting annual recruitment goals in coordination with the Director of Enrollment Management for Graduate and Professional Studies.

**Other duties**
- Attend, on occasion, professional conferences as approved by the Provost of MNU.
- Collaborate with the Provost and the deans/program directors/coordinators on initiatives that enhance the quality of non-traditional academic delivery.
- Perform other assignments as assigned by the Provost of MNU.

**Desired Qualifications:**
- Earned terminal degree strongly preferred and/or relevant corporate or academic experience.
- Management, leadership, or teaching experience necessary as appropriate for the position.
- Administrative experience (preferred) in a university setting.
- College or university-level teaching experience required.
- Results oriented and able to manage multiple tasks simultaneously.
- Proven knowledge of higher education trends and the support of non-traditional programs.
- Understanding of and experience with nontraditional enrollment and course delivery modalities is preferred including developing online programs.
- Systems analysis experience preferred.
- Understanding and knowledge of Higher Learning Commission expectations for non-traditional programs.

**Application:** Candidates wishing to apply for this position should send the following documentation to Nancy Merimee, Director of Human Resources at nsmerimee@mnu.edu Questions may be addressed to this email address or by telephone to 913-971-3427.

- Letter of application
- Complete curriculum vita or resume
- University transcripts from all universities from which degrees were received (scan and attach) or request mailing from appropriate university
- Statement of Faith, including personal faith history and vision for integrating faith and learning. (2 page maximum)

Mailing address:
Nancy Merimee, Director of Human Resources
MidAmerica Nazarene University, 2030 E. College Way, Olathe, KS 66062

**Review of applications** will begin immediately and continue until the position is filled.
**Location:** MidAmerica Nazarene University is located in Olathe, Kansas, a suburb of the Kansas City metropolitan area. MNU also maintains a campus center in Liberty, Missouri. The Kansas City area offers access to the arts, quality health care, excellence in education and more, and it does so with a lower cost of living and higher employment in an accessible metropolitan area. Olathe and the surrounding community is a distinctly livable area with a very high quality of life and an excellent place for families. See the Olathe City Chamber website for more information: [http://www.olathe.org/living_in_olathe](http://www.olathe.org/living_in_olathe).

MidAmerica is very much interested in reviewing applications from qualified members of traditionally underrepresented groups in America, including women and racial and ethnic minorities.

MidAmerica Nazarene University policy prohibits discrimination on the basis of race, gender, age, color, creed, national or ethnic origin, marital status, or disability in the recruitment and admission of students and in the operation of all university programs, activities, and services. Any concerns regarding discrimination on the basis of gender or disability should be addressed to the Associate Academic Vice President, university coordinator of Section 504 of the Rehabilitation Act of 1973 and Title IX of the Education Amendments of 1972, in the Academic Offices in Lunn Hall, (913) 971-3573.